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## Common Incentive Disbursement Guideline

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NOTIFICATION  
17 AUGUST, 2017

**Memo No.: 06/U. Ni./Niyamavali (Anudan) – 13/ 2017 – 2311—**

### **Chapter 1: Introduction**

In continuation to its 'Ease of Doing Business' initiative, Government of Jharkhand has decided to simplify the process of disbursement of incentives across all policies in Jharkhand. For this, the Government has decided the following:

1. Standardization of procedures and timelines for incentives across all policies of Jharkhand as per provisions of Jharkhand Single Window Clearance Act 2015
2. Providing all incentives through online Single Window Portal of the State
3. Creating Combined Application Form for Incentive (CAF -I) for all policies
4. Ensuring that incentives under same incentive type (component) cannot be obtained from more than one policy of the State
5. Ensuring that the incentive applications are processed online by the concerned officers / departments and status of the application is updated at each step
6. Ensuring all incentive applications are easily track able online by the applicant

**In this regard, following policies of the State Government have been included:**

#### **A. Department of Industries, Mines and Geology**

- 1) Jharkhand Industrial and Investment Promotion Policy 2016
- 2) Jharkhand Industrial Policy 2012

- 3) Industrial Policy of Jharkhand 2001
- 4) Jharkhand Feed Processing Industry Policy 2015
- 5) Jharkhand Food Processing Industry Policy 2015
- 6) Jharkhand Industrial park policy 2015
- 7) Jharkhand Automobile and Auto Component Policy 2016
- 8) Jharkhand Export Policy 2015
- 9) Jharkhand Textile, Apparel and Footwear Policy 2016

**B. Department of Health, medical education and family welfare**

- 1) Incentive Policy For Establishing Medical College In Private Sector

**C. Department of IT and e-Gov**

- 1) Jharkhand IT and IT e S Policy 2016
- 2) Jharkhand BPO / BPM Policy 2016
- 3) Jharkhand ESDM Policy 2016
- 4) Jharkhand Start-up Policy 2016

**D. Department of Information & Public Relations**

- 1) Jharkhand Film Policy 2015

**E. Department of Tourism, Art, Culture, Sports & Youth Affairs**

- 1) Jharkhand Tourism Policy 2015

Incentives of any policies which are not mentioned above can be notified by Government from time to time, shall be disbursed as per procedure laid out in this guideline.

## **Chapter 2: Definitions**

1. **Effective date:** means the date on which the provisions of a Policy came into force
2. **Date of Commercial Production:** Date of Commercial Production of an industrial unit shall mean the date on which the unit actually commences commercial production of the item for which the unit has been registered
3. **Existing Industrial Unit:** means an industrial unit whose Date of Commercial Production is on or before the effective date of the policy
4. **New Industrial Unit:** means an industrial unit whose date of commercial production has commenced after the effective date of the policy
5. **Single Window Portal:** means the Single Window Portal created by Government of Jharkhand as a one-stop shop for providing approvals and incentives. The URL of the portal is: [www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in)

6. **Single Window Clearance Committee (SWCC):** means the committee constituted under the Jharkhand Single Window Clearance Act 2015 for providing incentives up to the level of MSME units
7. **High Powered Committee (HPC):** means the committee constituted under the Jharkhand Single Window Clearance Act 2015 for providing incentives to Large units in the State
8. **Governing Body (GB):** means the committee constituted under the Jharkhand Single Window Clearance Act 2015 for providing incentives to Mega and Ultra-mega units in the state
9. **Combined Application Form for Incentive (CAF - I):** means a form encompassing all policies of the State for providing incentives to units through the Single Window Portal
10. **Transfer Fee**—Transfer Fee Act on any immovable property which is acquired by way of a transaction or otherwise. Transaction or otherwise includes the sale, grand, ceding, donation or exchange of property.
11. **Total Fixed Capital Investment means** investment in Building , P&M, Productive Assets, Pollution control equipment and silent DG Set
12. **CST Concession under Auto mobile policy means exemption from CST Act. Here it signified payment of CST and reimbursement**

### **Chapter 3: Procedure for Incentives Disbursement**

- The entire process for availing incentives has been divided into two parts:
  - 1) Steps at applicant Level
  - 2) Steps at Departmental Level

**Applicant level: - Following steps shall be involved at the applicant level, intending to avail incentives of State policies:**

1. Applicant registers on Jharkhand's Single Window Portal ([www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in))
  - a. Applicant logs on to [www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in) and clicks on 'Registration'
  - a. The applicant keys in basic details such as Name, Address, E-Mail address, Mobile Phone number Aadhar/ Pan Card number etc. and clicks on Submit
  - b. An OTP is generated which is sent to the e-mail id and mobile number provided in the above step
  - c. Applicant enters the OTP and clicks on 'Submit'
  - d. Applicant is successfully registered on the portal

2. Upon registration on the Single Window Portal, the applicant clicks on 'Incentives' link on the homepage
3. A dynamic 'Common Application Form for Incentive CAF-I' of incentives is generated consisting of two levels:
  - a. **Level 1 CAF-I:** The applicant selects a policy from the list of policies if he/she knows which policy incentives are applicable to his/her unit. Alternatively, a list of questions is displayed, input to which will result in system automatically short listing applicable policies for applicant's unit. This is done based on eligibility criteria of each policy. *(Please refer to Annexure-II for detailed information)*
  - b. **Level 2 CAF-I:** Once the policies are shortlisted based on his industry/ unit type and the input provided by him, second level of CAF-I is generated. In this, eligibility under incentives of the shortlisted policies is checked *(Please refer to Annexure-III for detailed information)*
4. The applicant is given an option to choose a particular incentive type from only one policy in case he satisfies eligibility criteria under multiple policies. This is because incentives under same incentive type (component) cannot be obtained from more than one policy of the State except Jharkhand export policy 2015.
5. The applicant is given an option to first choose sector specific policy then Jharkhand Industrial and Investment Promotion Policy 2016
6. The applicant may also apply under the central Government policy/ Scheme as per their guideline. And they cannot claim incentive same component from both central and Govt. of Jharkhand policy unless specifically mention in the Government of Jharkhand policy
7. The system then generates the final list of applicable incentives and prompts for confirmation from applicant
8. Upon proceeding, the system generates a basic information gathering form regarding the applicant's unit
9. The system does not allow the applicant to proceed to filling up incentive application form wherever 'Date of Commercial Production' (DoP) certificate is required initially. In such cases, the applicant is directed to apply for DoP first (as per format given in Annexure IV). For other cases, the applicant can proceed to apply for incentives
10. In case the applicant has already applied for incentives previously, based on the provision of incentives in the respective policies, the system may or may not allow the applicant to apply again. In case he/she is allowed to apply for the same incentive again, the balance/ remaining amount shall be shown in his dashboard
11. The applicant fills up the required information and uploads the relevant documents
12. Upon submission, the application is sent to the nodal officer/ Project Management Agency (PMA) of the concerned department/Government body. An SMS and E-mail is sent to the applicant on successful submission of application.

13. The user can track the status of his/her application online through the Status dashboard

14. In case any clarification is sought by the Department / Committee, same is to be provided by applicant through his dashboard on the Single Window Portal

**Departmental level: - A) Following steps shall be involved for issuance of Date of Commercial Production certificate**

- 1) For Date of Commercial Production, the application shall be submit online application to nodal officer of the concerned District Industrial Centre / Jharkhand Industrial Area Development Authority / Directorate of Industries / Director concern Department as per following criteria:

Type of Industry	Location of Land	Approving Authority
Micro and Small	Under Jharkhand Industrial Area Development Authority	Managing Director, Jharkhand Industrial Area Development Authority
Micro and Small	Location other than under Industrial Area Development Authority	General Manager, District Industrial Centre
Medium, large, mega and Ultra-Mega	Any	Director, Directorate of Industries

- 2) If necessary, concerned departments may issue separate notification specifying competent authority for issuing Date of commercial Production (DOP)/Date of Commercial operation (DOO) with approval of state government.
- 3) The nodal officer of the concerned authority shall review the application with regard to information provided by applicant and the supporting documents attached
- 4) In case any queries/clarifications related to investor's application are sought once and within 7 days of receiving the application through the online single window portal.
- 5) In case any clarification is required, the nodal officer seeks the same from the applicant through the online portal.
- 6) Upon receiving the clarification, when application is complete in all respect, the nodal officer submits remarks to the concerned approving authority
- 7) The approving authority forms an inspection Committee (by adding concerned members on the online portal) of at least three members including officer not below the rank of Commercial Tax officer of the concerned Commercial tax circle in addition to the officers of Director of Industries/ IADAs/ DICs, mentioning the date, time and location of inspection. An intimation (Email and SMS) regarding the same is sent to the concerned committee members. Once online system for function of DoP committee is formed, manual function inspection committee will be discontinued.

- 8) The Committee submits its recommendations to the approving authority post inspection within 72 hours of completion of Inspection
- 9) The Approving authority generates the Date of Commercial Production (DoP) certificate online and grants the same to the applicant (format as per Annexure V). The applicant can view and download the Date of Commercial Production (DoP) certificate from the online portal

In case of any dispute regarding the Date of Commercial Production (DoP) of Micro and Small Unit, issued by IADA's / GM, DIC, the decision of the Director of Industries shall be final.

In case of any dispute regarding the Date of Commercial Production (DoP) of medium, large, mega and ultra-mega industries, issued by Director of Industries, the decision of the Principal Secretary /Secretary, Department of Industries, Mines and Geology shall be final.

### **Timeline for issuance of Date of Commercial Production**

<b>Activity</b>	<b>Timelines (in Days)</b>
<b>Date of Commercial Production Certificate</b>	
Review and seek clarification of Date of Commercial Production (DoP) application by nodal officer	7
Timeline for receiving clarification from applicant (may be extended as deemed necessary by nodal officer)	10
Review of application and formation of committee by approving authority	7
Site Inspection by Committee and submission of report	14
Grant of Date of Commercial Production (DoP) certificate	7

### **Departmental level: - B) Following steps shall be involved at the Departmental Level for disbursing incentives of State policies:**

- 1) The nodal officer/ PMA of the concerned department receives the incentive application online and verifies the application with regard to applicability of the relevant policy, information provided by applicant and the supporting documents attached with the application
- 2) In case any queries/clarifications related to investor's application are sought once and within 7 days of receiving the application through the online single window portal.
- 3) Upon receipt of complete application, the scrutiny committee shall enter its remarks and submit to competent authority of the respective department. Concerned Department shall notify the composition of the screening committee
- 4) Competent authority enters his remarks and presents the case to the Single Window Clearance Committee. Concerned Department / Directorate may have internal committee to arrive at the incentive amounts of incentive applied for any recommendation to the Secretary or Single Window Clearance Committee for approval / recommendation as the case may be

5) The approval of application of incentives shall be as per following criteria:

<b>Type of Industry</b>	<b>Approving Authority</b>
Micro, Small and Medium industries (MSME)	Single Window Clearance Committee (SWCC)
Large	High Powered Committee (HPC)
Mega and Ultra-Mega	Governing Body (GB)

- 6) If the industry falls under category of MSME, the Single Window Clearance Committee shall take the final decision on the recommendation of incentive of concern Department / Directorate. Else, it shall enter its recommendations and send to the High Power Committee
- 7) If the industry falls under large category, the High Power Committee shall take the final decision on the recommendation of Single Window Clearance Committee. Else, it shall enter its recommendations and send to the Governing Body who shall then take the final decision on the recommendation of High Power Committee.
- 8) The application, whether accepted or rejected by any of these committees, is accordingly informed to the applicant via E-mail and SMS along with status update on the portal
- 9) High Powered Committee may delegate their function/power to Single Window Clearance Committee and Governing Body also may delegate their function/power to High Power Committee whenever necessary by notification by state government.
- 10) If any unit is aggrieved of the decision taken by the committee, the unit may file an appeal before the Grievance Redressal Committee through the Principal Secretary/Secretary of the concerned department.
- 11) Post acceptance, the concerned department shall be intimated and competent authority of the department sends online request (through the portal) to its Account Section for release of reimbursements/ payments. In case any policy has specified procedures for release of incentives, same shall be followed
- 12) All the departments whose incentives are provided as per the unit's application shall be sent an intimation by competent authority of the concerned department
- 13) The amount of disbursements made shall be duly updated by the Accounts section of the department on the online portal
- 14) The incentive amount shall be disbursement directly to the bank account of the individual unit either RTGS or NIFT, without any physical touch point.
- 15) Director shall have the Incentive Disbursal limit up to 50 Lakhs, Secretary of the concern department shall have Incentive disbursal limit from 50 Lakhs to 5 Crore and above 5 Crore disbursement shall be done after the approval of State Government.

### Timelines for Disbursement of Incentive

Activity	Timelines (in Days)
<b>Incentives Application</b>	
Review and seek clarification of application by nodal officer/ PMA	7
Timeline for receiving clarification from applicant (may be extended as deemed necessary by officer)	7
Review of application and recommendation by scrutiny committee	7
Site Inspection by Committee and submission of report (if needed)	14
Appraisal of application by Director/Competent authority and submission to SWCC	7
Review of application and remarks of SWCC by HPC (if needed)	30
Review of application and remarks of SWCC by GB (if needed)	
Decision of grant/rejection/forwarding (to next level of Committee) of application by SWCC/HPC/GB	30
Directions from Director/Competent authority to Accounts Section to reimburse incentive	7
Release of payment by Accounts Section	7

#### Intent to Invest / Memorandum of Understanding

Online provisions shall be made in the Single Window portal for submitting Intent to invest in the state with project details as in **Annexure VI**. This intent to invest received through portal shall be proposed to consideration for the Single Window Clearance Committee as per established procedure. It will be granted within 30 days of online application.

#### Application Format

In line with the recommendation of the Department of Industrial Policy and Promotion, Government of India, common application form for Incentive (CAF-I) is being proposed under this guideline for disbursement of Incentive. The Common application form for disbursement of incentive is given in Annexure – III. If any department wants to change, amendment or delete any provision in annexure-III, concerned department can place its recommendation before SWCC and after due consultation necessary change can be made in annexure-III.

### Chapter 4: Explanation

#### 1. Jharkhand Industrial and Investment Promotion Policy 2016

**Clause 7.1 Comprehensive Project Investment Subsidy (CPIS):-**If the unit is located in the industrial park, in order to ensure the uniformity in the construction of factory building / assets and quality of construction, the park promoter shall have the option to make fixed capital investments on factory building, plant and machinery. The industrial park promoter can also allow the concerned unit to construct factory building etc (including plant & machinery). In such a situation, the Comprehensive Project Investment Subsidy will be shared between industrial promoter and the



concerned unit accordingly on the basis of proportion of their investment in the fixed capital investment.

## 2. Jharkhand Industrial Policy – 2012

- New Industrial Unit
  - (i). "New Industrial Unit" means an industrial unit in which commercial production has commenced within five years from 01.04.2011 and Date of Commercial Production Certificate (DOP) has been issued under clause 35 of Jharkhand Industrial Policy 2012
  - (ii) A Power Plant generating power from renewable sources, with commercial operation after the effective date of implementation of JIP-2012, shall be deemed to be a new industrial unit and will be entitled to all the incentives under JIP-2012. These plants will not be liable to pay 50% electricity duty for a period of 10 years.
- Expansion / Modernization
- "Expansion / Modernization of an existing unit would mean additional fixed capital investment to the extent of 50% or more of the non-depreciated value of fixed capital investment just before taking up this expansion / modernization in this unit leading to at least 70% of additional production of the capacity along with 70% of the total created capacity after expansion.
- Illustration
- Expansion/Modernization: If non-depreciated fixed capital investment in a unit before Expansion/Modernization is Rs. 100.00 cr. and its yearly capacity of production is 1000T and if the unit invests Rs. 50.00 cr. Or more as fixed capital investment and the capacity after Expansion/Modernization is raised by additional 700T i.e. total capacity after Expansion/Modernization is 1700T and minimum production achieved from the unit after Expansion/Modernization is 1190T (i.e. 70% of total capacity of 1700T) then a unit is considered to have undergone Expansion/Modernization.
- Diversification
  - i. Diversification of an existing unit would mean additional fixed capital investment to the extent of 50% or more of the non-depreciated value of fixed capital investment just before taking up this diversification in this unit leading to increase in turnover by 50%, over the highest turnover achieved during past three years immediately before taking up this diversification.
  - ii. Diversification must result in production of at least one additional product. If the unit discontinues with the existing production, the increase in turnover will not be considered.
- Note: The eligible unit claiming benefits under expansion/modernization/diversification shall be required to maintain separate record of production for such expansion/modernization/ diversification. In case, maintaining a separate record is not possible by such units the benefit to such eligible units shall be available in the ratio of installed capacity.
- Illustration
- Diversification: If non-depreciated fixed capital investment in a unit before diversification is Rs. 100.00 cr. and its Highest Turnover achieved during last three years

before taking up diversification is Rs. 20.00 lakh and if the unit invests Rs. 50.00 cr. or more as Fixed Capital investment for diversification and Turnover achieved after diversification is minimum Rs. 30.00 lakh (i.e. 50% more than earlier turnover) and at least one additional product is added to product mix then unit is considered to have been diversified. If the unit discontinues with the existing production, the increase in Turnover will not be a consideration for declaring the diversification of the unit.

- Fixed Capital Investment
- The 'Fixed capital investment' means an investment made in land, building, plant and machinery as well as productive assets of permanent nature such as tools, jigs, fixtures, dies, crane, electrification except DG
- Set and pollution control equipment.
- Date of Commercial Production
  - (a) The "Date of Commercial Production" of an industrial unit shall mean the date on which the unit actually commences commercial production of the item for which the unit has been registered, in terms of clause 35.2 of JIP-2012.
  - (b) For the Date of Commercial Production (DoP) of a Micro and Small Units/Enterprise (MSE) the certificate issued by the respective General Manager, District Industries Centre or the respective Managing Director, Industrial Area Development Authority would be valid.
  - (c) In case of any dispute regarding the Date of Commercial Production (DoP) of Micro and Small Unit, issued by IADA's / GM, DIC, the decision of the Director of Industries shall be final.
  - (d) In case of Industries other than MSE, as described in 'b & c' above, the certificate issued by the Director of Industries would be valid.
  - (e) In case of any dispute regarding the Date of Commercial Production (DoP) of large and medium industries, issued by Director of Industries, the decision of the Principal Secretary/Secretary, Industries shall be final.
  - (f) Classification of Industrial Units: As defined under clause 11 of Annexure-I of JIP-2012.
  - (g) Classification of Backward Areas: As defined under clause 12 of Annexure-I of JIP-2012.
  - (h) Renewable energy: As defined and explained by Ministry of Renewable Energy, Government of India from time to time.
  - (i) A format for Date of Production certificate by Directorate of Industries/IADAs/DIC and application to be filled up and submitted by industrial unit claiming incentives/subsidies under JIP-2012 is given in Form-2A, 2B, 2C, 2D & 2E.

- Financial year for Incentive purpose: Industrial Units will be entitled for reimbursement/payment of subsidy/incentive under different categories only from the next financial year of the date of Commercial Production as provided in para-35.7 (b) of JIP-2012. Financial year means year starting from 1st April of the year to 31st March of the next year. After examination of application and at the time of sanction of incentive a unit has to submit detailed information in format-1.4 to verify average production level of at least six months.
- Mega Projects: Sector wise classification of Mega Projects has been provided in clause 11 (iii) of Annexure-I of JIP-2012. Other industrial sectors with investment above Rs.250 crore and not specified in the said schedule, will come under Mega Project category.
- Project report: Means the Detailed Project Report (DPR)/TFR, duly approved by the Financing Banks/Financial Institutions and, in case of self-financed units, DPR duly certified by Chartered Accountants.

### 3. Jharkhand Industrial Park Policy 2015

- Capital Investment Subsidy (CIS): - If the unit is located in the industrial park, in order to ensure the uniformity in the construction of factory building / assets and quality of construction, the park promoter shall have the option to make fixed capital investments on factory building, plant and machinery. The industrial park promoter can also allow the concerned unit to construct factory building etc (including plant & machinery). In such a situation, the Comprehensive Project Investment Subsidy will be shared between industrial promoter and the concerned unit accordingly on the basis of proportion of their investment in the fixed capital investment.

### 4. Jharkhand Textile, Apparel and Footwear Policy 2016

- Clause 8.1 Capital Investment Subsidy (CIS): - If the unit is located in the industrial park, in order to ensure the uniformity in the construction of factory building / assets and quality of construction, the park promoter shall have the option to make fixed capital investments on factory building, plant and machinery. The industrial park promoter can also allow the concerned unit to construct factory building etc (including plant & machinery). In such a situation, the Capital/ Comprehensive Project Investment Subsidy will be shared between industrial promoter and the concerned unit accordingly on the basis of proportion of their investment in the fixed capital investment.
- Clause 8.11, b & c provides for Employment generation subsidy: Employment generation subsidy along with Employment Provident Fund (EPF) and Employees' State Insurance (ESI) shall be reimbursed every month on production of bank guarantee for the claimed amount.
- If any unit does not want to produce bank guarantee against employment generation subsidy, subsidy shall be reimbursed in the third month after due verification. Every worker shall be eligible for 7 years of Employment Generation Subsidy his/her lifetime under this policy.
- The company claiming employment generation subsidy should produce Aadhar No. for each worker. Aadhar No. ESI No. and EPF No. shall be mandatory for each worker for

employment generation subsidy. However masking of Aadhar number is mandatory for employment generation subsidy thus system will be developed to show last four digit of Aadhar number only.

- 8.16.3 Mega Textile/Apparel Park: - If the unit is located in the industrial park, in order to ensure the uniformity in the construction of factory building / assets and quality of construction, the park promoter shall have the option to make fixed capital investments on factory building, plant and machinery. The industrial park promoter can also allow the concerned unit to construct factory building etc (including plant & machinery). In such a situation, the Comprehensive Project Investment Subsidy will be shared between industrial promoter and the concerned unit accordingly on the basis of proportion of their investment in the fixed capital investment.

## 5. Jharkhand IT and IT e S Policy 2016

### **Guideline for implementation of clause 7.4.4. - Employment rebate on cost of land**

#### **1) Background:**

1.1 The Government of Jharkhand has notified, provision for providing Employment rebate on cost of land in Clause 7.4.4 of the Jharkhand IT/ITES Policy 2016.

1.2 As per clause 7.4.4, a reimbursement on the cost of the land will be provided at the rate of INR 30,000 per employee who is a resident of Jharkhand mentioned in Residential certificate for an individual issued by the State Government or has done above class 10th studies from Jharkhand. This reimbursement shall not be available for Mega IT projects. The reimbursement shall be available for three years (once in a year) from the start of operations. The payment will be subject to a minimum of 10 employees and also subject to total maximum of 80% of the land cost as determined by the allotment agency. Prescribed guaranties/securities would be taken from the sponsors of the project for the rebate.

1.3 In furtherance of the Policy notified through the reference cited above, the following detailed guidelines are being issued for operationalizing the policy which would, inter-alia, provide for modalities of self-certification by the sponsors of project and the Department of IT & e-Gov.

#### **2) Definition:**

- i) Cost of the land: Cost of land as determined by the allotment agency
- ii) Start of operations: Date on which actual commencement of commercial production of Item for which the unit has been registered
- iii) Allotment Agency: Allotment agency may be done by a State agency like RIADA, JIADA etc or a Private Body / Individual. The land allotment rate by a Government agency shall be considered based on allotment documents and in case of private body / individual the registry rate at which the land is registered

in the name of the organization by the respective registering authority with in Jharkhand shall be considered for issue of incentives.

### **3) Method for Assessment of Reimbursement:**

3.1 One employee employed for one month will be considered as one man month of employment.

3.2 Illustration to calculate yearly man month employment:

<b>Employee</b>	<b>Employment duration in that year (in months)</b>
Employee 1	5
Employee 2	6
Employee 3	12
Employee 4	10
Employee 5	12
Total employment man months	5+6+12+10+12 = 45

3.3 Months with partial employment shall not be counted as man months. (if employee was employed for 6 months 25 days; same would be counted as 6 man months)

3.4 The reimbursement will be subject to a minimum of 10 employees and minimum 120 man months employment per annum

3.5 The reimbursement will be made on prorata basis against claimed man months employment. Rate for 1 man months would be INR 2500.

#### **Illustration of reimbursement calculation on prorata basis:**

Post meeting stipulated policy conditions, if firm claims 200 employment man months;

Claimed amount = INR2500 X 200 = INR 5, 00,000

3.6 The reimbursement will be subject to total maximum of 80% of the land cost as determined by the allotment agency. The cumulative reimbursement for 3 years shall be capped to 80% of the land cost as determined by the allotment agency.

3.7 This reimbursement shall not be available for Mega IT projects.

3.8 The reimbursement shall be available for three years (once in a year) from the start of operations. Reimbursement should be filed on annual basis

**4 Guaranties/ securities required**

4.1 Proof of PF submission duly verified by statutory Auditor should be submitted for the employees against whose employment the reimbursement is claimed

4.2 Proof of residence / proof of above 10th studies in state must be submitted for the employees against whose employment the reimbursement is claimed

**Guideline for implementation of clause 7.5 – Focus areas for special incentives & facilitation****1) Background:**

1.1 The Government of Jharkhand has notified, provision for providing specific incentives & facilitation for certain focus areas as specified in Clause 7.5 of the IT/ITES Policy 2016.

1.2 As per clause 7.5, Apart from the above stated incentives that are available for IT companies from the entire ICT industry, the Government of Jharkhand has focussed on areas for which additional incentives are available. These include:

1. Mega project
2. Start-up Companies
3. IT based R&D Companies
4. Tier II & II locations
5. MSMEs & Mid-Scale companies

1.4 In furtherance of the Policy notified through the reference cited above, the following detailed guidelines are being issued for operationalizing the policy which would, inter-alia, provide clarity to the sponsors of project and the Department of IT & e-Gov.

**2) Definition:**

i) Additional incentives: Incentives apart for fiscal and non-fiscal incentives available to all units, as mentioned in IT/ITES Policy 2016 and are not included in the cap of 50 %

ii) Tier II locations: As listed in the schedule “List and classification of Towns & Districts of Jharkhand”

iii) MSMEs & Mid-Scale companies: MSME Enterprises & Mid-Scale companies are defined as per the MSME Act 2006, are those units engaged in the manufacture or production, processing or preservation of goods as specified below:

a. A micro enterprise is an enterprise where investment in plant and machinery does not exceed INR. 25 lakh, or as defined by Government of India from time to time;

b. A small enterprise is an enterprise where the investment in plant and machinery is more than INR. 25 lakh but does not exceed INR. 5 crore or as defined by Government of India from time to time;

c. A medium enterprise / Mid-Scale enterprise is an enterprise where the investment in plant and machinery is more than INR.5 crore but does not exceed INR.10 crore. In case of the above enterprises, investment in plant and machinery is the original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 , or as defined by Government of India from time to time.

6. Additional incentives as elaborated in the IT/ITES Policy 2016, will be provided to listed focus areas - Mega project, Tier II & III locations, Start-up Companies, IT based R& D Companies and MSMEs & Mid-Scale companies.

7. These additional incentive will be provided apart from fiscal and non-fiscal incentives available to all units, as mentioned in ESDM policy 2016. These incentives will not be included in the cap of 25 %.

## **Guideline for implementation of clause 7.4.3 – Recruitment Assistance**

### **1. Background:**

1.1 The Government of Jharkhand has notified, provision for providing Recruitment assistance for a minimum annual recruitment of 10 new IT/ITES professionals from the colleges located in physical limits of Jharkhand, as in Clause 7.4.3 of the IT/ITES Policy 2016.

1.2 As per clause 7.4.3, Recruitment assistance at the rate of INR 20,000 per employee for a minimum annual recruitment of 10 new IT/ITES professionals from the colleges located in physical limits of Jharkhand. The assistance shall be paid for employees whose tenure in the unit is minimum one year. This assistance will be managed and disbursed by a nodal agency nominated by the State. The assistance will be provided once each in 2nd, 3rd and 4th year of starting the unit.

1.3 In furtherance of the Policy notified through the reference cited above, the following detailed guidelines are being issued for operationalizing the policy which would, inter-alia, provide for modalities of Recruitment assistance claim by the claimer and the Department of IT & e-Gov.

### **2. Definition:**

A. New IT/ITES professionals: Fresh recruits with degree in IT/ITES / Computer science / Electronics / any equivalent field with no industry experience

B. Tenure: Duration for which new recruit is employed on full-time basis by the beneficiary firm.

C. Start of unit: Date of incorporation of the unit

D. Nodal Agency Nominated: (discussion required)

### **3. Stipulations:**

3.1 Recruitment assistance will be paid for a minimum annual recruitment of 10 new IT/ITES professionals in the year of claim of reimbursement

3.2 The assistance will be paid only once for each new IT/ITES professionals from the colleges located in physical limits of Jharkhand.

3.3 The assistance shall be paid for employees whose tenure in the unit is minimum one year.

### **4 Guaranties/ securities required:**

4.1 Proof of PF submission duly verified by statutory Auditor should be submitted for the employees against whose employment the reimbursement is claimed.

4.2 Self-certification by employer for each employee employed for minimum one year from the date of recruitment.

4.3 Self-certification by employer for each employee for whom reimbursement in claimed is anew IT/ITES professionals from the colleges located in physical limits of Jharkhand.

### **Definitions:**

1) MSME and Mid-scale industries: MSMEs & Mid-Scale companies: MSME Enterprises & Mid-Scale companies are defined as per the MSME Act 2006, are those units engaged in the manufacture or production, processing or preservation of goods as specified below:

a. A micro enterprise is an enterprise where investment in plant and machinery does not exceed INR. 25 lakh, or as defined by Government of India from time to time;

b. A small enterprise is an enterprise where the investment in plant and machinery is more than INR. 25 lakh but does not exceed INR. 5 crore or as defined by Government of India from time to time;

c. A medium enterprise / Mid-Scale enterprise is an enterprise where the investment in plant and machinery is more than INR.5 crore but does not exceed INR.10 crore. In case of the above enterprises, investment in plant and machinery is the original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 , or as defined by Government of India from time to time.

2) **Div yang:** Persons with disabilities, as described in PERSONS WITH DISABILITIES ACT, 2016, Ministry of law and justice, Government of India.



3) **ST / SC:** "shall have the meaning assigned to them respectively under clause (24) and clause (25) of article 366 of the Constitution;

4) **Export oriented Unit:** Shall mean Units registered in the state of Jharkhand whose more than 60% of revenues come from exports.

5) **Notified IT Park:** Means an area or location or a private Park recognized and so notified by the IT and e-Governance department of Government of Jharkhand as an industrial IT/IT e S/ESDM unit as covered /defined under the IT and IT e S Policy 2016 and ESDM Policy 2016 of the Government of Jharkhand.

#### 6. Jharkhand BPO / BPM Policy 2016

### **Guideline for implementation of clause 3.2.1 – Land Cost, Employment rebate in the form of reimbursements on cost of land**

#### **1) Background:**

1.1 The Government of Jharkhand has notified, provision for providing reimbursement on cost of land based on number of employees employed in a unit in Jharkhand as in Clause 3.2.1 of the BPO/BPM Policy 2016.

1.2 As per clause 3.2.1, a reimbursement on the cost of the land will be provided at the rate of INR 30,000 per full time employee who is a resident of Jharkhand mentioned in Residential certificate for an individual issued by the State Government or has done above class 10th studies from Jharkhand. The reimbursement shall be available for three years (once in a year) from the start of operations. The payment will be subject to a minimum of 15 employees in Type A and minimum of 10 employees in Type B, C districts respectively and also subject to total maximum of 80% of the land cost as determined by the allotment agency. Prescribed guaranties/securities would be taken from the sponsors of the project for the rebate.

1.3 In furtherance of the Policy notified through the reference cited above, the following detailed guidelines are being issued for operationalizing the policy which would, inter-alia, provide for modalities of self-certification by the sponsors of project and the Department of IT & e-Gov.

#### **2) Definition:**

i) Cost of the land: Cost of land as determined by the allotment agency

ii) Start of operations: Date on which actual commencement of commercial production of Item for which the unit has been registered

iii) Allotment Agency: Designated Government Agency

### 3) Method for Assessment of Reimbursement:

3.1 One employee employed for one month will be considered as one man month of employment.

3.2 Illustration to calculate yearly man month employment:

Employee	Employment duration in that year (in months)
Employee 1	5
Employee 2	6
Employee 3	12
Employee 4	10
Employee 5	12
Total employment man months	5+6+12+10+12 = 45

3.3 Months with partial employment shall not be counted as man months. (If employee was employed for 6 months 25 days; same would be counted as 6 man months)

3.4 The reimbursement will be subject to a minimum of 10 employees and minimum 120 man month's employment per annum

3.5 The reimbursement will be made on prorated basis against claimed man month's employment. Rate for 1 man months would be INR 2500.

Illustration of reimbursement calculation on prorated basis:

Post meeting stipulated policy conditions, if firm claims 200 employment man months;

Claimed amount = INR2500 X 200 = INR 5, 00,000

3.6 The reimbursement will be subject to total maximum of 80% of the land cost as determined by the allotment agency. The cumulative reimbursement for 3 years shall be capped to 80% of the land cost as determined by the allotment agency.

3.7 This reimbursement shall not be available for Mega IT projects.

3.8 The reimbursement shall be available for three years (once in a year) from the start of operations. Reimbursement should be filed on annual basis

### 4) Guaranties/ securities required

4.1 Proof of PF submission duly verified by statutory Auditor should be submitted for the employees against whose employment the reimbursement is claimed

4.2 Proof of residence / proof of above 10th studies in state must be submitted for the employees against whose employment the reimbursement is claimed

4.3 No security will be required for Employment rebate on cost of land purchased

## **Guideline for implementation of clause 3.4.1(a) – Rent Reimbursement**

### **1. Background:**

1.4 The Government of Jharkhand has notified, provision for providing reimbursement on lease rentals based on number of employees employed in a unit in Jharkhand as in Clause 3.4.1(a) of the BPO/ BPM Policy 2016.

1.5 As per clause 3.4.1(a), An incentive as reimbursement on lease rentals up to INR 15,000/- (Rupees fifteen thousand only) per seat per annum for a maximum period of 3 (three) years, for the plug-and-play type/other built up office space subject to a maximum of 40 sq. ft./ employee super built area as indicated in Table 2 of the policy as below shall be applicable:

<b>Sl No.</b>	<b>Rent Reimbursement</b>	<b>Year of BPO/BPM Operation</b>
1.	100%	1 <sup>st</sup> year of operation
2.	75%	2 <sup>nd</sup> year of operation
3.	50%	3 <sup>rd</sup> year of operation

1.6 In furtherance of the Policy notified through the reference cited above, the following detailed guidelines are being issued for operationalizing the policy which would, inter-alia, provide for modalities of rent reimbursement claim by the claimer and the Department of IT & e-Gov.

### **2. Guaranties/ securities required:**

2.1 Proof of PF submission duly verified by statutory Auditor should be submitted for the employees against whose employment the reimbursement is claimed.

2.2 Self-certification by employer for each employee employed for minimum one year from the date of recruitment.

## **Guideline for implementation of clause 3.5.5– Housing and travelling expenses reimbursement**

### **1. Background:**

1.1 The Government of Jharkhand has notified, provision for providing one time housing and travelling expenses reimbursement for the employees of BPO/BPM unit who visited Jharkhand for the purpose of BPO/BPM unit setup or training workforce during first 3 months of BPO/BPM operation as in Clause 3.5.5 of the BPO/ BPM Policy 2016.

1.2 As per clause 3.5.5, One time housing and travelling expenses reimbursement with maximum ceiling of INR 35,000/- (Rupees thirty five thousand) per month per employee for a maximum of 5 (five) employees of BPO/BPM units working in other states (other than

Jharkhand State) shall be granted for the travel (to and fro) and stay by own arrangement. Travel and stay during the first 3 (three) months of BPO/BPM operation for the purpose of BPO/BPM setup or training workforce in Jharkhand State shall only be considered for reimbursement. First 3 (three) months hereby is defined as 1 (One) month prior and 2 (two) months after start of BPO/BPM operations.

1.3 In furtherance of the Policy notified through the reference cited above, the following detailed guidelines are being issued for operationalizing the policy which would, inter-alia, provide for modalities of reimbursement claim by the claimer and the Department of IT & e-Gov.

## **2. Method for Assessment of Reimbursement:**

2.1 Travel and/or Stay expenses of Maximum of 5 full time employees of BPO/BPM unit working in other states (except Jharkhand) who incurred expenses on travel and/or stay by own arrangement during BPO/ BPM unit setup in Jharkhand will be considered for reimbursement.

2.2 Travel and/or Stay expenses will be considered for the expenses incurred during first 3 (three) months as defined in clause 3.5.5.

## **3. Guaranties/ securities required:**

3.1 Proper tickets post travel that is Boarding pass/Train ticket along with ticket invoice for claiming travel expense reimbursement

3.2 Hotel Bill/Invoice on amount paid for Stay expenses with clearly mentioned stay duration and date should be submitted for the employees against who's the reimbursement is claimed

## **7. Jharkhand ESDM Policy 2016: -**

Industry and Products covered under the ESDM Policy 2016:

1. **Electronic products:** These constitute the total market for electronic products (produced locally or imported) for domestic consumption as well as export of electronic products manufactured in a country.
2. **Electronic components:** These include revenues generated from local manufacturing of electronic components.
3. **Semiconductor design:** This includes revenues generated by semiconductor design-related activities of local players and captives of semiconductor MNCs operating in a country. It includes revenues from embedded software, very large scale integration (VLSI) and hardware/board design.
4. **EMS services:** These include revenues generated by EMS services delivered from a country.
5. **Semiconductor fabrication:** This includes revenues generated by foundries through fabrication of semiconductors.

6. **Equipment manufacturing:** This includes revenues generated from semiconductor manufacturing equipment.

**Locally Produced:** Shall mean those electronic products covered under ESDM policy which are manufactured by entities that are registered and established in State of Jharkhand, including in Special Economic Zones (SEZs), and engaged in manufacturing or assembling of such electronic products in Jharkhand State and would include OEM and their Contract Manufacturers, but not traders.

**Guideline for implementation of clause 4.3.8 - Employment rebate on cost of land, of Jharkhand ESDM Policy to be framed as follows:**

**1) Background:**

1.1 The Government of Jharkhand has notified, provision for providing Employment rebate on cost of land in Clause 4.3.8 of the ESDM Policy 2016.

1.2 As per clause 4.3.8, a reimbursement on the cost of the land will be provided at the rate of INR 30,000 per employee who is a resident of Jharkhand mentioned in Residential certificate for an individual issued by the State Government or has done above class 10th studies from Jharkhand. This reimbursement shall not be available for Mega IT projects. The reimbursement shall be available for three years (once in a year) from the start of operations. The payment will be subject to a minimum of 10 employees and also subject to total maximum of 80% of the land cost as determined by the allotment agency. Prescribed guaranties/securities would be taken from the sponsors of the project for the rebate.

1.3 In furtherance of the Policy notified through the reference cited above, the following detailed guidelines are being issued for operationalizing the policy which would, inter-alia, provide for modalities of self-certification by the sponsors of project and the Department of IT & e-Gov.

**2) Definition:**

- i) Cost of the land: Cost of land as determined by the allotment agency
- ii) Mega IT projects: ESDM project involving sizable investment of more than INR 1000 Crore
- iii) Start of operations: Date on which actual commencement of commercial production of Item for which the unit has been registered

**3) Method for Assessment of Reimbursement:**

3.1 One employee employed for one month will be considered as one man month of employment.

### 3.2 Illustration to calculate yearly man month employment:

<b>Employee</b>	<b>Employment duration in that year (in months)</b>
Employee 1	5
Employee 2	6
Employee 3	12
Employee 4	10
Employee 5	12
Total employment man months	5+6+12+10+12 = 45

3.3 Months with partial employment shall not be counted as man months. (if employee was employed for 6 months 25 days; same would be counted as 6 man months)

3.4 The reimbursement will be subject to a minimum of 10 employees and minimum 120 man month's employment per annum

3.5 The reimbursement will be made on prorata basis against claimed man month's employment. Rate for 1 man months would be INR 2500.

### **Illustration of reimbursement calculation on prorata basis:**

Post meeting stipulated policy conditions, if firm claims 200 employment man months;

Claimed amount = INR2500 X 200 = INR 5, 00,000

3.6 The reimbursement will be subject to total maximum of 80% of the land cost as determined by the allotment agency. The cumulative reimbursement for 3 years shall be capped to 80% of the land cost as determined by the allotment agency.

3.7 This reimbursement shall not be available for Mega IT projects.

3.8 The reimbursement shall be available for three years (once in a year) from the start of operations. Reimbursement should be filed on annual basis

### **4) Guaranties/ securities required**

4.1 Proof of PF submission duly verified by statutory Auditor should be submitted for the employees against whose employment the reimbursement is claimed

4.2 Proof of residence / proof of above 10th studies in state must be submitted for the employees against whose employment the reimbursement is claimed

4.3 No security will be required for Employment rebate on cost of land purchased

**Guideline for implementation of clause 4.3.1 – Focus areas for special incentives & facilitation, of Jharkhand ESDM Policy to be framed as follows:**

**1) Background:**

1.1 The Government of Jharkhand has notified, provision for providing specific incentives & facilitation for certain focus areas as specified in Clause 4.3.1 of the ESDM Policy 2016.

1.2 As per clause 4.3.1, Apart from the above stated incentives that are available for IT companies from the ESDM industry, the Government of Jharkhand has focussed on areas for which additional incentives are available. These include:

1. Mega project
2. Tier II locations
3. MSMEs & Mid-Scale companies

1.4 In furtherance of the Policy notified through the reference cited above, the following detailed guidelines are being issued for operationalizing the policy which would, inter-alia, provide clarity to the sponsors of project and the Department of IT & e-Gov.

**2) Definition:**

i) **Additional incentives:** Incentives apart for fiscal and non-fiscal incentives available to all units, as mentioned in ESDM policy 2016 and are not included in the cap of 25 %

ii) **Mega project:** ESDM project involving sizable investment of more than INR 1000 Crore

iii) **Tier II locations:** As listed in the schedule “List and classification of Towns & Districts of Jharkhand”

iv) **MSMEs & Mid-Scale companies:** MSME Enterprises & Mid-Scale companies are defined as per the MSME Act 2006, are those units engaged in the manufacture or production, processing or preservation of goods as specified below:

- a. A micro enterprise is an enterprise where investment in plant and machinery does not exceed INR. 25 lakh, or as defined by Government of India from time to time;
- b. A small enterprise is an enterprise where the investment in plant and machinery is more than INR. 25 lakh but does not exceed INR. 5 crore or as defined by Government of India from time to time;

c. A medium enterprise / Mid-Scale enterprise is an enterprise where the investment in plant and machinery is more than INR.5 crore but does not exceed INR.10 crore. In case of the above enterprises, investment in plant and machinery is the original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 , or as defined by Government of India from time to time.

4. **Additional incentives** as elaborated in the ESDM policy, will be provided to listed focus areas -Mega project, Tier II locations and MSMEs & Mid-Scale companies.

5. These additional incentive will be provided apart from fiscal and non-fiscal incentives available to all units, as mentioned in ESDM policy 2016. These incentives will not be included in the cap of 25 %.

### **Guideline for implementation of clause 4.3.1.2.7 – Recruitment Assistance**

#### **1. Background:**

1.1 The Government of Jharkhand has notified, provision for providing Recruitment assistance for a minimum annual recruitment of 10 new IT/ITES professionals from the colleges located in physical limits of Jharkhand, as in Clause 4.3.1.2.7 of the ESDM Policy 2016.

1.2 As per clause 3.4.1(a), Recruitment assistance at the rate of INR 20,000 per employee for a minimum annual recruitment of 10 new IT/ITES professionals from the colleges located in physical limits of Jharkhand. The assistance shall be paid for employees whose tenure in the unit is minimum one year. This assistance will be managed and disbursed by a nodal agency nominated by the State. The assistance will be provided once each in 2nd, 3rd and 4th year of starting the unit.

1.3 In furtherance of the Policy notified through the reference cited above, the following detailed guidelines are being issued for operationalizing the policy which would, inter-alia, provide for modalities of Recruitment assistance claim by the claimer and the Department of IT & e-Gov.

#### **2. Definition:**

A. New IT/ITES professionals: Fresh recruits with degree in IT/ITES / Computer science /Electronics / any equivalent field, with no industry experience

B. with no industry experience

C. Tenure: Duration for which new recruit is employed on full-time basis by the beneficiary firm.

D. Start of unit: Date of incorporation of the unit.



**3. Stipulations:**

3.1 Recruitment assistance will be paid for a minimum annual recruitment of 10 new IT/ITES professionals in the year of claim of reimbursement

3.2 The assistance will be paid only once for each new IT/ITES professionals from the colleges located in physical limits of Jharkhand.

3.3 The assistance shall be paid for employees whose tenure in the unit is minimum one year.

**4 Guaranties/ securities required:**

4.1 Proof of PF submission duly verified by statutory Auditor should be submitted for the employees against whose employment the reimbursement is claimed.

4.2 Self-certification by employer for each employee employed for minimum one year from the date of recruitment.

4.3 Self-certification by employer for each employee for whom reimbursement in claimed is anew IT/ITES professionals from the colleges located in physical limits of Jharkhand.

**Definitions required for MSME, Underprivileged, Div yang, ST/SC, Export oriented unit, Notified IT Park, Tier II and Tier III cities.****Definitions:**

1) MSME and Mid-scale industries: MSMEs & Mid-Scale companies: MSME Enterprises & Mid-Scale companies are defined as per the MSME Act 2006, are those units engaged in the manufacture or production, processing or preservation of goods as specified below:

a. A micro enterprise is an enterprise where investment in plant and machinery does not exceed INR. 25 lakh, or as defined by Government of India from time to time;

b. A small enterprise is an enterprise where the investment in plant and machinery is more than INR. 25 lakh but does not exceed INR. 5 crore or as defined by Government of India from time to time;

c. A medium enterprise / Mid-Scale enterprise is an enterprise where the investment in plant and machinery is more than INR.5 crore but does not exceed INR.10 crore. In case of the above enterprises, investment in plant and machinery is the original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 , or as defined by Government of India from time to time.

2) **Div yang:** Persons with disabilities, as described in PERSONS WITH DISABILITIES ACT, 2016, Ministry of law and justice, Government of India.

3) **ST / SC:** "shall have the meaning assigned to them respectively under clause (24) and clause (25) of article 366 of the Constitution;

4) **Export oriented Unit:** Shall mean Units registered in the state of Jharkhand whose more than 60% of revenues come from exports.

5) **Notified IT Park:** Means an area or location or a private Park recognized and so notified by the IT and e-Governance department of Government of Jharkhand as an industrial IT/ITeS/ESDM unit as covered /defined under the IT and ITeS Policy 2016 and ESDM Policy 2016 of the Government of Jharkhand

6) **Tier II and Tier III: List and classification of Towns& Districts of Jharkhand:**

S. No	Districts of Jharkhand	Based on Population by RBI	By 6th Pay Commission	
			Categories	Class
		Tier		
1	Ranchi	II	B-2	Y
2	Dhanbad	II	C	Y
3	Purbi Singhbhum (Jamshedpur)	II	B-2	Y
4	Bokaro	III	C	Y
5	Giridih	III	C	Z
6	Palamu	III	C	Z
7	Hazaribagh	III	C	Z
8	Deoghar	III	C	Z
9	Pashchimi Singhbhum	III	C	Z
10	Dumka	III	C	Z
11	Garhwa	III	C	Z
12	Godda	III	C	Z
13	Saraikela Kharsawan	III	C	Z
14	Ramgarh	III	C	Z
15	Gumla	III	C	Z
16	Chatra	III	C	Z
17	Sahibganj	III	C	Z
18	Jamtara	III	C	Z
19	Kodarma	III	C	Z
20	Pakur	III	C	Z
21	Latehar	III	C	Z
22	Simdega	III	C	Z
23	Khunti	III	C	Z
24	Lohardaga	III	C	Z

**Source:**

- Recommendations of 6th Central Pay Commission relating to House Rent Allowance (HRA) and Compensatory (City) Allowance (CCA) for All India Services officers.
- Ministry of Finance OFFICE MEMORANDUM 18th Nov, 2004 Department of Expenditure
- Ministry of Finance OFFICE MEMORANDUM 7th Jan, 2009 Department of Expenditure

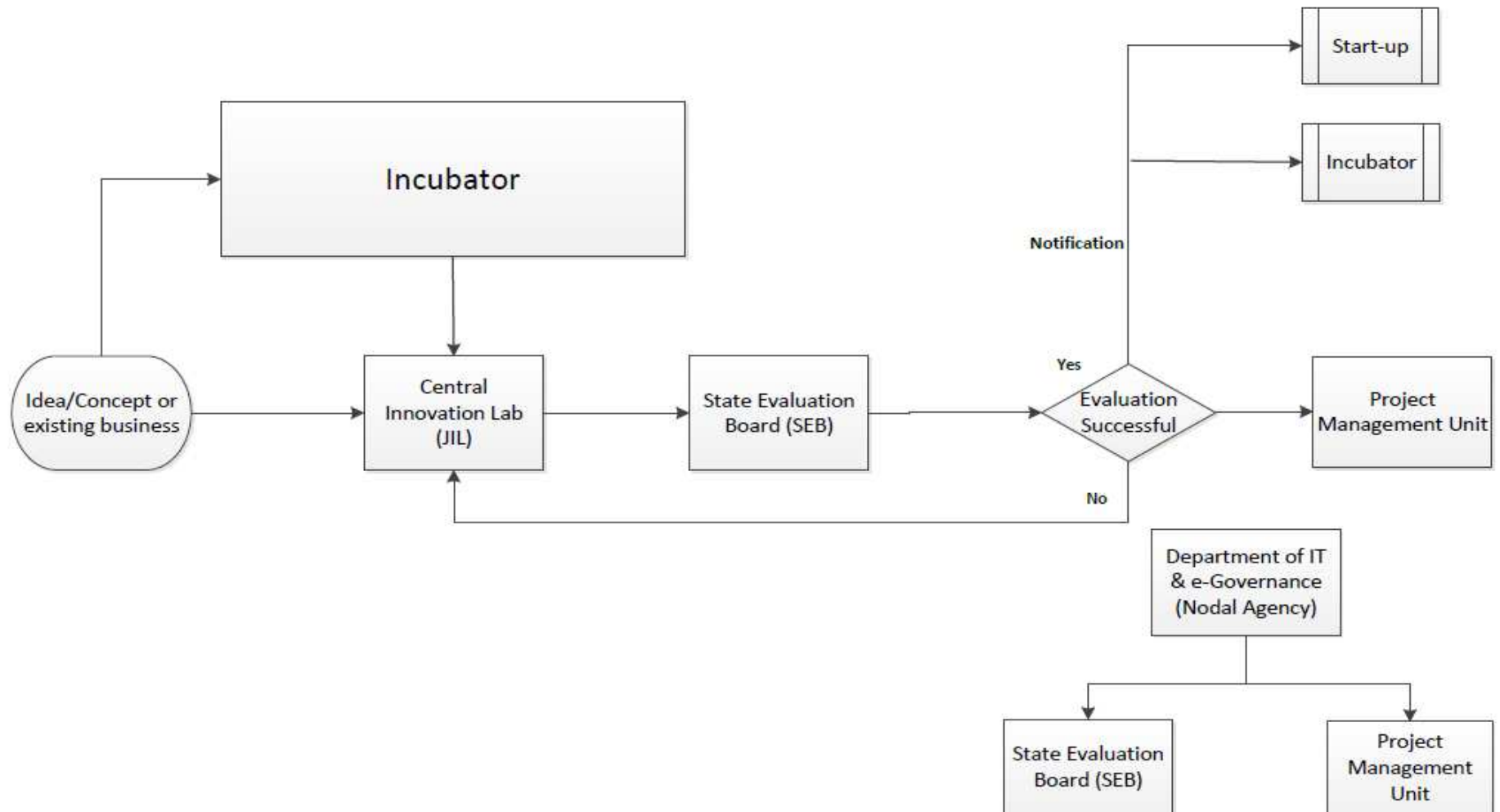
**8. Jharkhand Start-up Policy 2016**

- Definitions
- Idea/Concept: Any plan, scheme, design or a project conceived by an individual or group of individuals.
- Innovator: Any individual or group of individuals who introduces a new idea/concept or product. For the purpose of this document individual and innovator have been used interchangeably.
- Start-up (Notification G.S.R 180 (E) dated February 17, 2016 (F.No.5 (91)/2015-BE.I). : An entity shall be considered a start-up if it meets the definition of start-up as decided by the Government of India from time to time. The entity shall be considered as Start-up –
  - a) Up to five years from the date of its incorporation/registration,
  - b) If its turnover for any of the financial years has not exceeded Rupees 25 crore, and
  - c) It is working towards innovation, development, deployment or commercialization of new products, processes or services driven by technology or intellectual property.
- Provided that any such entity formed by splitting up or reconstruction of a business already in existence shall not be considered a 'start-up'
- Provided that an entity shall cease to be a start-up if its turnover for the previous financial years has exceeded INR 25 crores or it has completed 5 years from the date of incorporation / registration in case of registered entities, or 5 years since the proprietorship was formed.
- Provided that a start-up shall be eligible for tax benefits only after it has obtained certification from the 'State Evaluation Board', setup for such purpose.
- It is registered in Jharkhand or employs at least 50 percent of its total qualified workforce
- MoU: Memorandum of understanding is a formal agreement between two parties, for the purpose of this document MoU shall be between Government of Jharkhand and a second party
- Successful Start-up: Start-up would be considered successful once it raises series 'B' funding

- Series 'A' Funding: Series A funding is the first significant round of financing that a start-up receives from a venture capital firm i.e. the first time when company ownership is offered to external investors in return of preferred equity stock.
- Series 'B' Funding: Series B funding is the second round of financing for a business through any type of investment including private equity investors and venture capitalists.
- Single Window System (SWS): It refers to the Single Window Clearance System meant for Jharkhand Industries Facilitation and as per the focus of Single Window Clearance Bill. It refers to the Single Window Portal (SWP) of Government of Jharkhand - <http://advantage.jharkhand.gov.in>
- Single Window Clearance Committee (SWCC): It refers to one of the committees constituted for the purpose of Jharkhand Single Window Clearance Act 2015.
- Entity: Private Limited Company (under the Companies Act, 2013) or a Registered Partnership Firm (under the Indian Partnership Act, 1932) or Limited Liability Partnership (under the Limited Liability Partnership Act, 2008).
- Accelerator: Accelerator is an organization or program that enables rapid growth of new start-ups by providing specific services like: mentoring, training, resources and networking to help start-ups increase their customer base, generate more profits, prepare for funding and professionalize their organization
- Entrepreneurship: Is the act of being an entrepreneur, it implies the capacity and willingness to undertake conception, organization, and management of a productive new venture, accepting all attendant risks and seeking profit as a reward.
- State Evaluation Board: A special fix term board formed by the nodal agency for the evaluation and selection of the proposals received from Individuals, groups, incubators and start-ups.
- Incubatee: Any individual/group of individuals or a firm availing support services of the incubator.
- Incubator: Any public/private institution or a company engaged in nurturing young firms and their idea/concept by providing infrastructural/ networking/ support services. For the purpose of this document the terms 'Incubator' and 'Incubation Center' have been used interchangeably.
- Nodal Agency: Department of IT & e-Governance, Government of Jharkhand shall act as the nodal agency for the purpose of implementation of the policy and also oversee the development of entrepreneurial ecosystem in the State.

- Process Flow of Start-Up Implementation

## Procedural Flow for Start-up Implementation in Jharkhand



- Central Innovation Lab: IIM Ahmedabad to setup Central Innovation Lab, it will be named as Jharkhand Innovation lab (JIL) in an area of 10,000 sq. ft. with the following objectives:
  - a) Help Job Seekers become Job Creators
  - b) Help create Entrepreneurship as a respected career choice
  - c) Build businesses which are relevant for Jharkhand, leveraging local resources & create employment and value in the State
  - d) Build companies with national as well as international footprint
- JIL will be the hub incubator in the State with other incubators acting as spokes in a Hub and spoke model for incubation as prescribed by Jharkhand Start-up policy 2016.
- State Evaluation Board: With reference to Jharkhand State start-up policy 2016, a provision has been made to constitute State Evaluation Board (SEB) which would comprise of members from government, experts from industry, academia, private incubators and VC firms operating in the State. This board shall be the final decision making authority for the selection of the ideas/ concepts or start-ups for support. The State Evaluation Board shall select the idea/concept based on pre-defined criteria and their decision will be final. The idea/concept once approved, will become eligible to avail any incentive/support/stipend by the State government.
- The SEB shall have the following composition with experts from industry, academia, incubators and government:
  - a) Convener – Director, IT
  - b) In charge/ CEO of Jharkhand Innovation Lab
  - c) Director, Industries, Mines & Geology
  - d) Respective department Secretary (not below the rank of Deputy Secretary)
  - e) One member from IIM Ranchi or XLRI
  - f) One member from panel of industry experts
  - g) One member from panel of external academic expert
- Roles and Responsibilities of State Evaluation Board (SEB)
  - a) To be operational under the auspices of Department of IT & e-Governance
  - b) SEB to conduct review meeting every fortnight for start-ups
  - c) SEB to conduct review meeting every month for approval of funding of incubation centres
  - d) SEB to approve previous Minutes of Meeting (MoM) from the previously held meeting
  - e) SEB to review and approve old and new proposals for incubation
  - f) Empanelment of an institution/ university/ company intending to set up an incubator in the State
  - g) SEB to review performance contracts periodically, it reserves the right to terminate support to incubator if it is convinced that the grant is not being utilized properly or the incubator is unable to nurture/incubate at least 20 start-ups in a year
  - h) SEB to review new proposals that include pitch presentations and detailed proposal
  - i) SEB to certify the individual or group of individuals as a eligible Start-up once it is successfully evaluated
  - j) Post evaluation, SEB will issue a notification through electronic and print media announcing the results of evaluation

- 
- Incubator: An organisation registered as an incubator, engaged in accelerating the growth of start-ups through host of support services and resources such as space, funding support, coaching and mentoring, market linkages and business management services, which incubates minimum 20 incubatees/ start-ups at a time every year and approved by the 'State Evaluation Board'.
- 
- An incubator can be one of the following:
  - a) Industry body/ association
  - b) SEBI registered Venture Capital Fund
  - c) Public/ Private University
  - d) Public/private institution
  - e) Research institution
  - f) Private incubator
  - g) Non-Profit Company (Section - 8 Company under the Companies Act, 2013)
- 
- Roles and Responsibilities of Incubator
  - a) The incubator would provide an array of support services to start-ups
  - b) The incubator would provide free of cost mentoring, seating space, internet, access to lab facilities and all other facilities available in the Incubation centre for maximum up to 1 year
  - c) The incubator would incubate at least 20 incubatees at a time per year
  - d) The incubator would help the individual to register as a Start-up within three months after being selected by the State Evaluation Board
  - e) The incubator would help the incubatees to open an account within three months after being selected by the State Evaluation Board
  - f) The incubator would provide legal and financial management support as well
  - g) The incubator would enter into a performance contract with the nominated nodal agency of Government of Jharkhand
  - h) It would appear in periodic review meetings held by State Evaluation Board for evaluation on performance and operations
- 
- Application Procedure for Selection of Idea/Concept
- 
- Application Submission: An individual or group of individuals will submit its application to the State Evaluation Board via Jharkhand Innovation Lab (JIL) either directly or through one of the incubators in the State for evaluation of idea/concept and to be eligible for seeking assistance of incentives under Jharkhand Start-up policy 2016. An applicant can be one of the following:
  - 
  - a) An individual with idea/concept who requires incubation services
  - b) An existing business with revenue who doesn't require incubation services
- 
- An individual with just idea/concept shall submit its application through an incubator or Jharkhand innovation Lab
- Documents to be submitted along the application form (Format 1.25 and 1.26):

- a) Business plan
- b) List of team members along with their details (Registered Id proof, CVs and passport photos)
- c) Presentation on idea/concept
- Evaluation of Idea/Concept: Process
  - a) The innovator can approach any of the State incubators or directly reach Jharkhand Innovation Lab with an idea/concept
  - b) The incubator will submit a business plan to Jharkhand Innovation Lab for further evaluation to State Evaluation Board
  - Or
  - Jharkhand Innovation Lab will submit the business plan for further evaluation to State Evaluation Board
  - Or
  - An existing business (with revenue) shall submit its application directly to State Evaluation Board
  - c) JIL to submit the business plan within seven days of proposal submission
  - d) CEO/ In charge of JIL shall present all cases to the SEB
  - e) The State Evaluation Board will evaluate the idea/concept based on pre-defined criteria and following careful examination of the submitted documents
  - f) Post evaluation the nodal agency will issue results through electronic and print media
  - g) The selected idea/concept becomes eligible for the support given by the State government
  - h) SEB certifies the idea/concept as a eligible Start-up once it is successfully evaluated
  - i) The selected start-up submits application on Single Window System
  - j) The selected start-up shall submit the notification/ circular copy of the certification by State Evaluation Board and proceed to fill the incentive forms
  - k) If the start-up is ineligible, it may rework on the idea/concept and resubmit the business plan to JIL
  - l) The nodal agency will certify and forward the selected start-up application to its Project Management Unit (PMU) for further action on disbursement of support provided by the State
- Criteria to be chosen for selection of idea/concept
  - a) Novelty of idea/concept
  - b) Innovation quotient
  - c) Scalability of the idea - Market and growth
  - d) Business model
  - e) Impact on the society
  - f) Direct/Indirect employment generation
  - g) Start-up setup in Jharkhand
  - h) Background of Start-up team members
  - i) Technology used
  - j) Document checklist
- Application Procedure for Selection of Incubator



- Application Submission: Any public/private institute or a company which intends to setup an incubator in the State will submit its proposal to State evaluation Board and to be eligible for seeking assistance under Jharkhand Start-up policy 2016. Documents to be submitted along the application form:-
  - a) Detailed Project Report/ Proposal
  - b) List of team members along with their details (Registered Id proof, CVs and passport photos)
  - c) Presentation on the proposal
  -
- Evaluation of Incubator: Process
  - a) Any public/private institute or a company which intends to setup an incubator in the State will submit its proposal to State evaluation Board
  - b) The State Evaluation Board will evaluate the proposal and submitted documents
  - c) Post evaluation the nodal agency will issue results through electronic and print media
  - d) SEB certifies the selected Incubator and it becomes eligible to avail support given by the State government
  - e) The selected incubator submits application form on Single Window System along with the supporting documents
  - f) The nodal agency will certify and forward the selected incubator application to its Project Management Unit (PMU) for further action on disbursement of support provided by the State
- Criteria to be chosen for selection of incubator
- The proposals would be evaluated on merit such as the following:
  - a) Detailed project report/ Proposal
  - b) Existing capacity of the Incubator
  - c) Most recent sponsored projects
  - d) Years of experience in providing Incubation services
  - e) Number of academic institutions and industry associated
  - f) Funding corpus available with the incubator for funding start-up businesses
  - g) List of mentors who would be guiding the incubatees
- The above mentioned merits are an indicative, however the selection of incubator shall be done by the expert panel constituted in the State Evaluation Board. SEB reserves the right to accept/reject applications submitted in response to the document at any stage without assigning any reasons whatsoever.
- All the applicable support to eligible incubators for setting up incubation centre shall be based on number of incubatees they incubate per year. The eligible incubators would also be evaluated on Key Performance Indicators (KPIs) from time to time.
- Roles and Responsibilities of Nodal Agency (Do IT)

- 
- a) Department of IT & e-Governance, Government of Jharkhand to oversee the overall development of entrepreneurial ecosystem in the State
  - b) To constitute a State Evaluation Board for evaluation of idea/concept
  - c) To manage Jharkhand Entrepreneurship Development fund by setting up a Project Management Unit (PMU)
  - d) Project Management Unit (PMU) constituted shall administer incentives and support provided by the State to start-ups and incubators
  - e) To provide inputs to the government departments on entrepreneurial activities in the State
  - f) To co-ordinate with investors and industry, trade organizations, financial institutions and academia so as to promote start-up ecosystem in the State
  - g) To co-ordinate with global accelerators and incubators and explore possible collaboration opportunities
  - h) To undertake any other function as may be assigned by the State government
- Project Management Unit (PMU)
  - A PMU shall be setup under the auspices of Do IT for managing Jharkhand Entrepreneurship fund and for disbursement of incentive/support provided by the State government.
- Roles and Responsibilities of Project Management Unit (PMU)
  - a) To professionally manage Jharkhand Entrepreneurship Development Fund for disbursement of incentives/support provided by the State government
  - b) To be operational under the auspices of Department of IT & e-Governance
  - c) To organize Idea conclave, Boot camp, Business Plan competition, Weekend business challenge program, Jharkhand start-up champion and maintain a calendar of such events in association with JIL
  - d) To recommend selective courses and co-ordinate with education department for up gradation of State school syllabus
  - e) To work in tandem with JIL to upgrade curriculum of institutes/universities of higher education and introduce courses on entrepreneurship and financial literacy
  - f) To facilitate distribution of STEM (Science, Technology, Engineering & Math) kits in schools
  - g) To receive incentive forms submitted by applicants for availing financial incentives provided by the State government
- Composition of Project Management Unit (PMU)
  - The PMU shall have the following members as nominated by the Department of IT & e-Governance:
    - a) Under Secretary, Department of IT & e-Governance
    - b) One section officer
    - c) One assistant
    - d) Two computer operators
  - Note: Financial incentives under clause 2.4.2 of start-up policy shall not be approved by the State Evaluation Board but to be cleared by Single Window Clearance Committee

**Registration Process:-**The eligible start-ups that wish to receive support/ assistance in terms of incentives shall register themselves in Single Window portal of Government of Jharkhand.

1. The applicant should register him/her on - <http://advantage.jharkhand.gov.in/>
2. The eligible start-up/incubator would submit the respective reimbursement/assistance form(s)
3. The nodal agency/ respective department shall disburse the amount in the name of start-up/incubator's account subject to fulfilment of requirements and appropriate document submission

**Assistance for prototype development at idea/seed/prototype stage: -** The idea/concept selected by SEB will be eligible for maximum financial support of INR 10 lakh, for the development of prototype (An original or first model of something from which other forms are copied or developed) of their product/solution.

1. Start-ups that are at an early stage and have not launched their product in the market can apply for prototype assistance
2. The funding support for prototype development is not a research grant or award or a prize
3. This funding support will be made available with the objective that the work is being undertaken for idea development, concept validation and product/ prototype development (In prototype development a prototype is built, tested and reworked as necessary until an acceptable prototype is finally achieved from which final product can be developed and launched in the market)
4. Start-ups that are being incubated at a public/private institution or a private incubator shall submit a letter/certificate from the respective incubator to the designated nodal agency as a proof for working on development of the prototype at the incubator facility/ lab
5. This funding support would be released to the account registered in the name of start-up and not in the name of individual
6. The maximum financial support for prototype development is of the value of INR 10 lakh and shall be given in tranches as against the claims submitted by the applicant as verified by the incubator

7. If the start-up gets the prototype developed by a third party by making a payment, the same shall be reimbursed on submission of actual claim by the start-up subject to ceiling of INR 10 lakh

**Stipend at idea/seed/prototype stage:** - The selected individual or the group shall be provided with a stipend of INR 5000 per group member (maximum 3) per month for up to 12 months as a subsistence allowance from the selection date. Females and div yang (differently abled) members from the selected concept/idea shall be eligible for additional INR 2000 per month above the subsistence allowance.

1. Start-ups that are at an early stage and have not launched their product in the market can apply for stipend assistance
2. This will not be a research grant or award or a prize
3. Stipend assistance will be made available with the objective that the work is being undertaken for idea development, concept validation, product/prototype development and business plan development
4. Start-ups that are being incubated at a public/private institution or a private incubator shall submit a letter/certificate from the respective incubator to the designated nodal agency as a proof for working on development of the idea/concept at the incubator facility/ lab
5. Stipend would be released to the account registered in the name of start-up and not in the name of individual
6. A maximum of three members are eligible per start-up for stipend assistance
7. The selected individual or the group will be eligible for stipend assistance for a period of 12 months from the date of selection of the idea/concept

**Reimbursement of patent filing cost:** The Government of Jharkhand shall reimburse 100 % of the patent filing cost, by the start-ups registered and headquartered in Jharkhand. The reimbursement will be done in 3 stages, i.e., during filing, prosecution and award.

1. The assistance will be in the nature of reimbursement
2. Fees paid to patent attorney and patent service centre shall also be considered eligible expenditure towards cost for computing assistance
3. The reimbursement amount would be released to the account registered in the name of start-up and not in the name of individual

**One time marketing grant:** A onetime marketing grant up to INR10 lakh would be provided to the start-ups for successful launch and marketing of the product/solution. Provided the start-up has secured a minimum funding of 25% from a known and registered Angel / VC fund/ Incubator.

Or the start-up has raised Series 'A' funding from a known and registered Angel / VC fund/ Incubator

1. The amount shall be disbursed as purely grant or soft loan/ equity on a case to case basis
2. The start-up should have received funding commitment by a registered angel/VC fund/ incubator
3. The registered angel/ VC fund/ incubator should be recognized by SEBI/banks or reputed institutions
4. This marketing grant shall include digital marketing of the start-up and any trade show/ event participation to promote the start-up
5. If start-up has already received funding from an investor, it will not be eligible for this grant
6. This funding support would be released to the account registered in the name of start-up and not in the name of individual

**Special incentive of INR 10 lacs to incubators for every successful start-up (Start-up that raises series B funding) they incubate: - The eligible institutions/ incubators that are involved in nurturing start-ups shall be granted a special incentive:**

1. The amount would be given to the institution/ incubator for every successful start-up (Start-up that raises series B funding) they incubate
2. The start-up should have received funding commitment by a registered angel/VC fund/ incubator
3. The registered angel/ VC fund/ incubator should be recognized by SEBI/ banks or reputed institutions

**Assistance of 50 lacs to corporates of national repute/ SEBI registered Venture Capital Funds/ Angel Investors/ Industry associations for setting up Incubation Centres**

**Key Performance Indicators (KPIs), (From Government of India Guidelines for Scale-up support to Established Incubation Centers) under At al Innovation Mission for the incubator (Public/Private institute or Private incubator):** - The eligible incubators would also be evaluated on Key Performance Indicators (KPIs)7 from time to time, this shall be documented in the below format:

S. no.	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Number of (a) physical & (b)virtual incubated start-up businesses (Attach profiles of start-ups incubated throughout the year)					
2	Number of start-up businesses functioning annually					
3	Number of start-up businesses graduated annually					
4	Number of jobs created by start-up businesses annually					
5	Number of academic institutions associated					
6	Number of entrepreneurship development work shops organized annually					
7	Number of training programs organised for start-up businesses					
8	Number of mentors available for start-up businesses (national &international) (Attach list of mentors with Name, Designation and Area of Mentoring)					
9	Number of technologies developed by the incubated start-up businesses (Attach details of technologies developed)					
10	Number of technologies patented(Attach proof of patents – filing or award)by the incubated start-up businesses					
11	Number of awards received by incubated start-up businesses from recognized institutions					
12	Capacity utilization of the space by the start-up businesses					
13	Seed funding corpus available with the Incubator for funding start-up businesses (Rs. Lakhs)					
14	Total number of personnel at the Incubation Center to assist start-up businesses(Full Time and Part Time					

	Employees)					
15	Cumulative sales turnover of graduated start-up businesses (Rs. Lakhs)					
16	Return on investment of the Incubator					

The same shall be produced by the incubator during periodic review meetings with the State Evaluation Board along with supporting documents of each KPI.

The grant shall be provided considering the following criteria for incubating a minimum number of individuals per year:

Number of Incubates	Grant
5	10 lac/year
10	22 lac/year
15	35 lac/year
20	50 lac/year

All the applicable financial incentives under clause 2.4.2 of start-up policy shall not be approved by the State Evaluation Board but to be cleared by Single Window Clearance Committee

#### 9. Jharkhand Film Policy 2015

**Clause 21. Funding of Films** – For this application a non-refundable draft amounting to Rs.5,000/-(five thousand only) for Local Producers submitting film proposals in local tribal and regional languages, Rs.50,000/-(fifty thousand only) for local film makers submitting proposals in languages other than local tribal or regional languages and Rs.1,00,000/-(one lakh only) for film makers hailing from outside the state in favor of ‘Jharkhand Film Development Corporation Limited’ payable at Ranchi, Jharkhand or through online will have to be submitted as processing fee.

#### Chapter 5: Miscellaneous Provision

5.1 By notification, any new policy can be taken-up/ removed from incentive disbursement under this guideline.

5.2 With the recommendation of the concern Department or Single Window Clearance Committee can be add, Delete, modify and amend the provision in Annexure I, II, III, IV and V of this guideline.

5.3 Concerned Department / SWCC shall use the data bank prepared under CRD for disbursement of incentive.

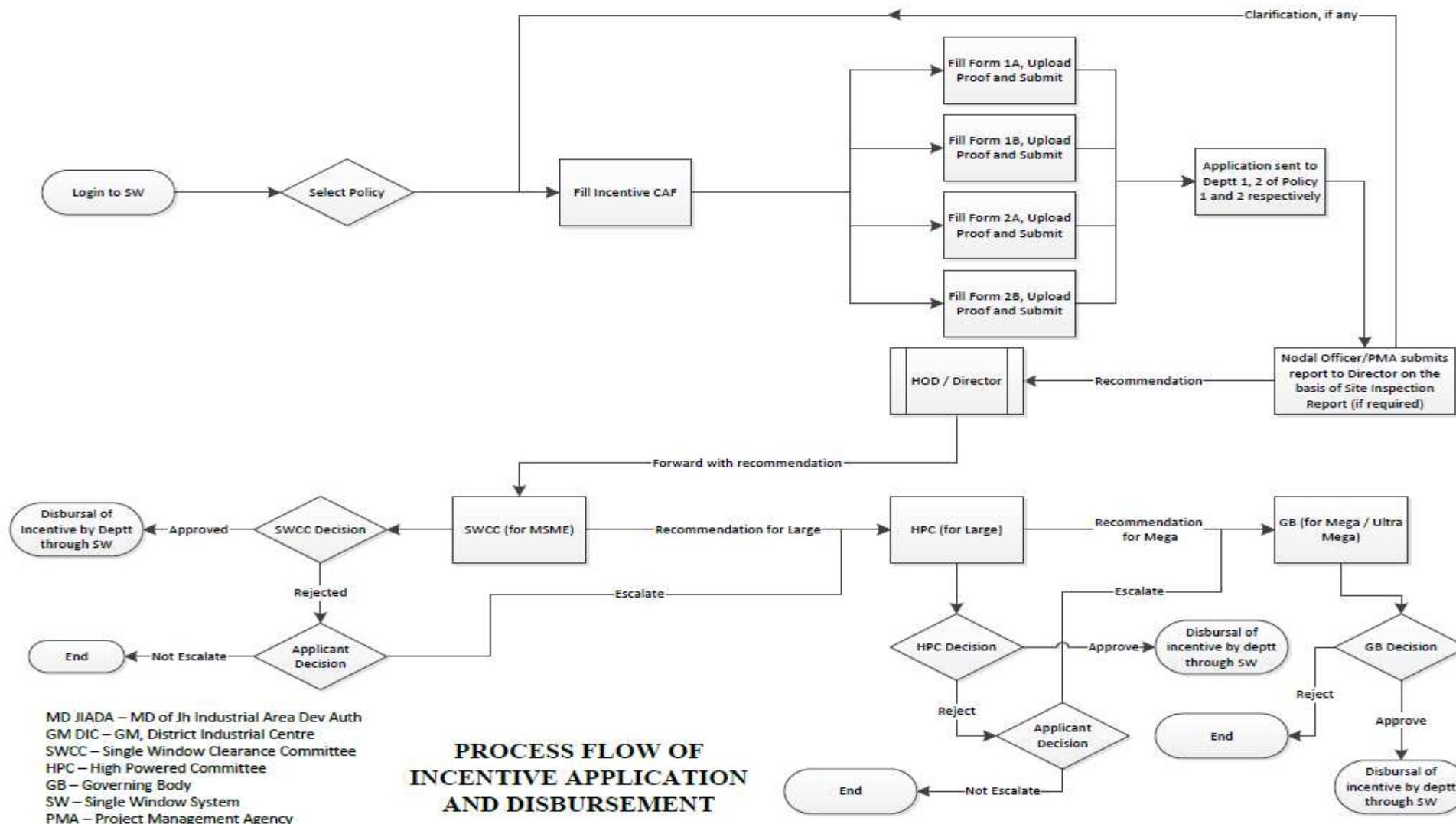
By the Order of the Governor of Jharkhand

**S.K. Barnwal,**

Secretary

Department of Industries, Mines and Geology  
Government of Jharkhand.

### Annexure –I Incentive Disbursement Flow Chart





**Annexure-II: -**  
**CAF - I (Checking applicability of your industry under various Policies)**

<b>S. No</b>	<b>Question</b>
1.	Does your industry/project/ business involve or related to:
	<p><b>A. Food Sector (Mapped to Jharkhand Food Processing Industry Policy 2015)</b></p> <ul style="list-style-type: none"> <li>○ <b>Food Processing sectors</b> like fruits &amp; vegetables, milk / meat / poultry / fish products, cereal / other consumer food products, rice / flour / pulse / oil milling and such other agri - horti sectors including food flavors, colors, oleoresins, spices, coconut, mushrooms, wines and hops (including Minor forest product producing units and Herbal product processing units) (mapped to Food Policy – Processing units)</li> <li>○ <b>Dairy (All milk and milk products etc.), Meat (All meat and meat products etc.),</b> Aquaculture and fish products like Prawns, Seafood, Fish, and their processed products etc., Horticultural Products, Minor Forest Products &amp; Herbal Products (Mapped to Food Policy - Cold Chain, Value Addition And Preservation Infrastructure)</li> <li>○ <b>Primary Processing Centres / Collection Centres in Rural Areas</b> (applicable to both horticulture and non-horticulture produce such as: fruits, vegetables, dairy products, meat, poultry and fish, minor forest produce and herbs etc.) (Mapped to Food Policy - Primary Processing Centres / Collection Centres In Rural Areas)</li> <li>○ <b>Mega Projects</b> in Food processing with bank appraised project cost of more than INR 30 Cr (both horticulture and non-horticulture produce such as: fruits, vegetables, consumer food products, dairy products, meat, poultry and fish, and such other agri - horti sectors including food flavors, colors, oleoresins, spices, coconut, mushrooms including Minor forest product processing units and herbal product processing units) (Mapped to Food Policy – Mega Projects)</li> <li>○ <b>Establishment And Modernisation Of Meat And Fish Shops</b> (all implementing agencies/organizations such as Dept. / PSUs / Joint Ventures / NGOs / Private Sector / Cooperatives / SHGs / Individuals engaged in the operations of meat and fish shops) (Mapped to Food Policy - Establishment And Modernisation Of Meat And Fish Shops)</li> </ul> <p><b>B. Feed Sector (Mapped to Jharkhand Feed Processing Industry Policy 2015)</b></p> <ul style="list-style-type: none"> <li>○ Animal Feed Project for the processing of Cattle Feed, Goat Feed, Pig Feed, Poultry Feed and Fish Feed processing (mapped to Feed Policy)</li> </ul> <p><b>C. Setting up Private Industrial Park/JV/PPP including sector specific industrial park (Mapped to Industrial Park Policy)</b></p> <p><b>D. Automobile and Auto Components (Mapped to Jharkhand Automobile and Auto-Component policy 2016)</b></p> <ul style="list-style-type: none"> <li>○ Automobiles (Two-wheelers, Three-Wheelers, Passenger Vehicles and Commercial Vehicles)</li> <li>○ Earthmovers and other Mining and Construction Vehicles</li> </ul>

- Tractors and other Agricultural Utility Vehicles
- Defence Vehicles
- Railway Equipment, Wagons and Coaches
- Tier-I, Tier-II and Tier-III Auto-components manufacturing units of above five automotive

**E. Textiles, Apparel and Footwear units (Mapped to Textiles, Apparel and Footwear Policy 2016)**

**F. New tourism units: (Mapped to Jharkhand Tourism Policy 2015)**

- Setting up of new Hotels/ Motels/Heritage Hotels /Golf courses/ Ropeways and wayside amenities centres satisfying the norms/ conditions stipulated by the State Government
- Transport facilities with air-conditioned car/coaches with a minimum capital investment Rs.50 lakhs, operating in travel circuits notified by Department of Tourism
- Motor launches, etc operating at water sports centres notified by the Department of Tourism with minimum investment of Rs.210 lakhs
- Aero Sports Centres developed at places notified by the Department of Tourism with minimum investment of Rs.20 lakhs
- New Amusement parks with minimum investment Rs. 25 lakhs and operated at tourist centres notified by the Department of Tourism
- Health resorts established at places like hot springs, etc notified by the Department of Tourism with a minimum investment of Rs. 20 lakhs
- Tourist camps and camping sites having minimum capacity of accommodating not less than 20 tourists in the camp to be set up at places notified by the Department of Tourism
- Rural tourism sites, having minimum capacity of accommodating not less than 10 tourists in the village, set up at places notified by the Department of Tourism. All the above tourism related activities (existing & new) will be entitled to have power at industrial and not commercial rate of tariff

**G. Establishing Medical College In Private Sector (Mapped to Incentive Policy For Establishing Medical College In Private Sector)**

**H. IT & ITeS Sector: (mapped to IT – ITeS Policy 2016)**

- IT based units
- IT Enabled Services (ITeS) including:
  1. Call Centres
  2. Medical Transcriptions
  3. Back Office Operation/Business Process Outsourcing (BPO)
  4. Knowledge Process Outsourcing (KPO)

5. Insurance claim Processing
  6. Web/Digital Content Development
  7. ERP / Software and Application Development
  8. Financial and Accounting Processing
  9. HR & Payroll Processing
  10. IT enabled banking, non-banking services including insurance,
  11. pension, Asset Management and market related services
  12. Depository and Security registration and dematerialization services
- IT based R&D Companies
  - ESDM units
  - Construction of Designated Technology Parks (as per mandatory requirements specified in Jharkhand IT and ITeS Policy 2016)
  - Internet of Things (IoT) units (IoT entities includes those companies/entities, with technology background, which builds up IoT Hubs/Infrastructure required for the IoT companies to come and operate in plug-and-play, walk-to-work or other kind of office environment of international standards. For this purpose, IoT means and includes Internet of Services (IoS) also)
  - Start-up companies

**I. BPO/BPM Sector: (mapped to Jharkhand BPO/BPM Policy 2016)**

- **New BPO/BPM units** (Business Process Outsourcing centre/unit means a centre/unit that provides an IT based service delivery for BPO and is a registered organization/institution in India under The Companies Act, 1956 or The Companies Act 2013 (as amended till date) as applicable or The Society Registration Act - XXI, 1860 by IG Registration, Govt. of Jharkhand or is a Trust) with minimum 20 seats
- **BPO/BPM units extending their capacity by a minimum 25% or 20 seats (whichever is higher)**

**J. ESDM Sector: (mapped to Jharkhand ESDM Policy 2016)**

- ESDM units (includes the entire value chain of all electronic verticals/ products covered under the National Policy on Electronics and related notifications issued by Ministry of Communication & Information Technology, Government of India. It also includes computers and peripherals, communication devices, electronics manufacturing services, strategic electronics and components, industrial electronics, automotive electronics, telecom electronics equipment, information and broadcasting electronics equipment, medical electronics, electronic gaming and electronic toys.

**K. Export of products such as : (Mapped to Jharkhand Export Policy 2015)**

- Sericulture, Handloom & Handicraft Products
- Engineering, Chemical and Allied Products including automobiles
- Iron, Steel, Cement and Aluminium
- Refractories, graphite, mica products and other mineral products including granite and ornamental cut stone tiles

	<ul style="list-style-type: none"> <li>○ Agriculture and Minor forest Products including shellac products, cashew nuts, processed honey, fruits, vegetables and floriculture</li> <li>○ Services Export (Computer Software, Engineering Consultancy, etc.)</li> </ul> <p><b>L. Film Promotion: (Mapped to Jharkhand Film Policy 2015)</b></p> <ul style="list-style-type: none"> <li>○ Essential establishments for the development of films can be classified into following classes:               <ul style="list-style-type: none"> <li>a. Studios and processing laboratories for shooting and film making.</li> <li>b. Establishment for film exhibition.</li> <li>c. Instruments.</li> </ul> </li> <li>○ Training facilities for artistes, technicians and expertise in special areas.</li> <li>○ Establishment for shooting/ film making.</li> <li>○ Studios/ labs</li> <li>○ Exhibition of the films</li> <li>○ Multiplexes / cinema halls</li> </ul>
2	<p><b>Do you have a Start-up satisfying the following conditions:</b></p> <ul style="list-style-type: none"> <li>a) Up to five years from the date of its incorporation/registration</li> <li>b) It is working towards innovation, development, deployment or commercialization of new products, processes or services driven by technology or intellectual property</li> <li>c) The entity is not formed by splitting up, or reconstruction of a business already in existence</li> <li>d) The entity's turnover for the previous financial years is less than INR 25 crores</li> <li>e) Entity has obtained certification from the 'State Evaluation Board'</li> </ul>
	<ul style="list-style-type: none"> <li>1) Yes (Mapped to Start-up Policy)</li> <li>2) No</li> </ul>
3	<b>Are you an eligible Incubator certified by Jharkhand Innovation Lab?</b>
	<ul style="list-style-type: none"> <li>1) Yes (Mapped to Start-up Policy)</li> <li>2) No</li> </ul>
4	<p>Does your industry fall in any of the categories mentioned below:</p> <ol style="list-style-type: none"> <li>1. Saw mills and wood sawing</li> <li>2. Drilling Rigs, Bore Well, Tube Well Establishing Units, Concrete Mixing Plants, Road Metal Mixer, Readymade Concrete Mixture and similar facilities mobile in nature</li> <li>3. Units Connected with Cutting of Raw Tobacco and Gul Related Products and Guraku</li> <li>4. Stenciling Units / Processing of Stencil Papers</li> <li>5. Tailoring (Except Readymade Garment Manufacturing Units)</li> <li>6. Laundry/Dry Cleaning</li> <li>7. Photography, Studio Labs, Video Parlours, Videography, Cinematography, Theatres, Photo studios, colour film laboratories, Video, Audio Cassette Recording and Watch Repairing</li> <li>8. Clinical/Pathological Laboratories/Nursing Homes/Clinics including Indian system of medicines except Super speciality Hospitals with investment more than Rs 50 Crore</li> <li>9. Beauty Parlours</li> </ol>

	<p>10. Goods and passenger carriers</p> <p>11. Guest Houses / Restaurants</p> <p>12. Petrol Pumps</p> <p>13. Narcotic Drugs, Tobacco barons / tobacco re-drying / processing, Beedi / Cigarette Manufacturing and other tobacco based products</p> <p>14. Distilleries, Breweries, Beer and other Alcoholic Drinks</p> <p>15. Animal rearing/ farming like poultry, piggery etc.</p> <p>16. Crushing / washing of Iron ore, Coal, Stone etc. including segregation / blending except coal washeries</p> <p>17. Tyre retreading</p> <p>18. Mines and Mining Activity including development of Mines etc.</p> <p>19. Hard/ <i>Soft Coke units</i></p> <p>20. Vehicle or any consumer product show rooms, service / repairing centre or sales centre</p> <p>21. Brick making units except refractory bricks making, bricks making with use of fly ash / red mud or similar other industrial waste</p> <p>22. Any petroleum product storages</p> <p>23. Packaged drinking water / mineral / aqua, aerated and soft drink units (excepting the units manufacturing fruit pulp or fruit pulp and juice out of it)</p>
	<p>a) Yes</p> <p>b) No (mapped to JIIPP2016 if DOP after 1<sup>st</sup> April 2016, JIP 2012 if DOP after 1<sup>st</sup> April 2012 and till 31<sup>st</sup> March 2016 and IPJ 2001 if DOP before 31<sup>st</sup> March 2012)</p>

**Annexure-III: - Forms and Referencing of Forms with Policies****Referencing of Forms with Policies****1. Jharkhand Industrial and Investment Promotion Policy 2016****Clause 7.1 Comprehensive Project Investment Subsidy (CPIS)**

**For New Unit** Application in Form - I has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

**For Expansion/Modernization/Diversification of industrial units.** Application in Form - I along with Form-II has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/Modernization / Diversification.

**Clause 7.1.6 SC/ST/Women/Handicapped Entrepreneurs will avail 5% additional benefit under CPIS**

**For New Unit** Application in Form - I has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

**For Expansion/Modernization/Diversification of industrial units.** Application in Form - I along with Form-II has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/Modernization / Diversification.

**Clause 7.2 Stamp duty**

Application in Form - I along with Form-III has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

**Clause 7.2 Registration Fee**

Application in Form - I along with Form-IV has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

**Clause 7.3 Quality Certification**

Application in Form -I along with Form-VI has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

**Clause 7.4 Patent Registration**

Application in **Form -I along with Form-VIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

**Clause 7.5 Subsidy / Incentive on VAT**

### **1. Jharkhand Industrial and Investment Promotion Policy 2016**

1. Request for issue of VAT Pass Book is to be made by the unit to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega.
2. Within seven days of the request of the unit MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega will issue a Pass Book to the applicant unit for certification of the tax payment by respective Circles of Commercial Taxes Department.
3. Application in **Form-I along with Form-IX** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

#### **Clause 7.6 Incentive for Cluster Development**

Application in **Form -I along with Form-XI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

#### **Clause 7.7 Incentive for textiles and apparels, (a) Reimbursement of Stamp Duty**

Application in **Form -I along with Form-III** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

#### **Clause 7.7 Incentive for textiles and apparels, (a) Reimbursement of Transfer Duty**

Application in **Form -I along with Form-V** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

#### **Clause 7.7 Incentive for textiles and apparels, (b) Financial assistance for purchase of Land for construction of dormitories**

Application in **Form -I along with Form-XLVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

#### **Clause 7.8 Electricity Duty Exemption Incentive for captive power plant**

Application in **Form - I along with Form-XVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (a) Exemption from Electricity duty (Mega Unit)**

Application in **Form - I along with Form-XVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (b) Comprehensive Project Investment subsidy (CPIS), New IT – ITES as well as Expansion units**

Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (c) Recruitment Incentive**



### **1. Jharkhand Industrial and Investment Promotion Policy 2016**

Application in **Form – I along with Form –XXIV** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (d) Reimbursement of Stamp duty (First transaction)**

Application in **Form – I along with Form –III** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (d) Reimbursement of Transfer duty (First transaction)**

Application in **Form – I along with Form –V** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (d) Reimbursement of Registration fee (First transaction)**

Application in **Form – I along with Form –IV** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (e) Reimbursement of Stamp duty (Second transaction)**

Application in **Form – I along with Form –III** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (e) Reimbursement of Transfer duty (Second transaction)**

Application in **Form – I along with Form –V** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (e) Reimbursement of Registration fee (Second transaction)**

Application in **Form – I along with Form –IV** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (g) Reimbursement of Lease rentals (Including premises on rent)**

Application in **Form – I along with Form –XII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 7.9 Incentive for IT / ITES (h) Captive Power Generation in IT-ITES location sunder CPIS**

Application in **Form – I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents



**1. Jharkhand Industrial and Investment Promotion Policy 2016****Clause 7.10 Incentives for Food Park, 1. Reimbursement of Stamp Duty**

Application in **Form - XVI along with Form-III** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

**Clause 7.10 Incentives for Food Park, 1. Power Tariff**

Application in **Form - XVI along with Form-XXI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

**Clause 7.10 Incentives for Food Park, 1. Grant provided by the MOFPI, matching additional grant**

Application in **Form - XVI along with Form-XIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

**Clause 7.11 Interest Subsidy**

Application in **Form - I along with Form-XIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

**2. Jharkhand Industrial Policy 2012****Clause 22.5.6 b. Capital Subsidy**

Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

**Clause 24.5. Electricity Duty Exemption Incentive for captive power plant**

Application in **Form - I along with Form-XVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

**Clause 24.6. A power plant generating power from renewable sources**

Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

**Clause 32.1 Comprehensive Project Investment Subsidy (CPIS)**

For New Unit Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, along with the prescribed documents

For Expansion/Modernization/Diversification of industrial units. Application in **Form - I along with Form-II** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/ Modernization / Diversification.

**Clause 32.1.7 SC/ST/Women/Handicapped Entrepreneurs will avail 5%**

## 2. Jharkhand Industrial Policy 2012

### additional benefit under CPIS

For New Unit Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

For Expansion/Modernization/Diversification of industrial units. Application in **Form - I along with Form-II** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/Modernization / Diversification.

### Clause 32.1.8 Special incentive for extremist infested blocks

For New Unit Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

For Expansion/Modernization/Diversification of industrial units. Application in **Form - I along with Form-II** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/Modernization / Diversification.

### Clause 32.1.9. Industries implementing State Government reservation policy

For New Unit Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

For Expansion/Modernization/Diversification of industrial units. Application in **Form - I along with Form-II** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/Modernization / Diversification.

### Clause 32.2.1 Stamp duty

Application in **Form - I along with Form-III** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

### Clause 32.2.1. Registration Fee

Application in **Form - I along with Form-IV** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

### Clause 32.3. Quality Certification

Application in **Form -I along with Form-VI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

### Clause 32.4. Patent Registration

## 2. Jharkhand Industrial Policy 2012

Application in **Form -I along with Form-VIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

### Clause 32.5. Subsidy / Incentive on VAT

1. Request for issue of VAT Pass Book is to be made by the unit to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega.

2. Within seven days of the request of the unit MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega will issue a Pass Book to the applicant unit for certification of the tax payment by respective Circles of Commercial Taxes Department.

3. Application in **Form-I along with Form-IX** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

### Clause 32.6 Incentive for Industrial Parks, Private Industrial Area / Estate

Application in **Form -XVI** has to be submitted with all the enclosures to respective Director – Industries along with the prescribed documents.

#### 32.6.2 Reimbursement of registration fee

Application in **Form - I along with Form-IV** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

### Clause 32.7. Incentive for Cluster Development

Application in **Form -I along with Form-XI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

### Clause 32.8 Incentive for textiles and apparels, (a) Reimbursement of stamp duty

Application in **Form - I along with Form-III** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

### Clause 32.8 Incentive for textiles and apparels, (a) Reimbursement of stamp duty

Application in **Form -XVI along with Form - III** has to be submitted with all the enclosures to respective Director – Industries along with the prescribed documents.

### Clause 32.8 Incentive for textiles and apparels, (a) Reimbursement of transfer duty

Application in **Form -XVI along with Form - V** has to be submitted with all the enclosures to respective Director – Industries along with the prescribed documents.

### Clause 32.8 Incentive for textiles and apparels Unit, (b) Assistance for purchase of land for construction of dormitories

Application in **Form -I along with Form - XLVII** has to be submitted with all the enclosures to respective Director – Industries along with the prescribed documents.

### Clause 32.9 Incentive for agro-food processing cluster

## 2. Jharkhand Industrial Policy 2012

Application in **Form -I along with Form-XI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

### **Clause 32.10. Electricity Duty Exemption Incentive for captive power plant**

Application in **Form - I along with Form-XVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

### **Clause 32.11 Incentive for IT / ITES, a. Electricity Duty Exemption**

Application in **Form - I along with Form-XVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

### **Clause 32.11 Incentive for IT / ITES, b. Comprehensive Project Investment Subsidy (CPIS)**

For New Unit Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

For Expansion/Modernization/Diversification of industrial units. Application in **Form - I along with Form-II** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/Modernization / Diversification.

### **Clause 32.11 Incentive for IT / ITES, c. Recruitment Incentive**

Application in **Form - I along with Form-XXIV** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

### **Clause 32.11 Incentive for IT / ITES, (d) Reimbursement of stamp duty**

Application in **Form - I along with Form-III** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

### **Clause 32.11 Incentive for IT / ITES, (d) Reimbursement of transfer duty**

Application in **Form - I along with Form-V** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

### **Clause 32.11 Incentive for IT / ITES, (d) Reimbursement of Registration fee**

Application in **Form - I along with Form-IV** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

### **Clause 32.11 Incentive for IT / ITES, (g) Lease rentals**

Application in **Form - I along with Form-XII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

### **Clause 32.11 Incentive for IT / ITES, (h) Captive Power Generation 4 Incentive**

**2. Jharkhand Industrial Policy 2012****under CPIS**

Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

**Clause 32.12 Incentive for Tourism, (a) Exemption of luxury tax**

Application in **Form - I along with Form - XLI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

**Clause 32.12 Incentive for Tourism, (a) Exemption of Electricity charge**

Application in **Form - I along with Form-XXI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

**32.12.2 Reimbursement Entertainment tax**

Application in **Form - I along with Form-XLVIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

**3. Industrial Policy of Jharkhand 2001****Clause 29.3 Capital Investment Incentive**

Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME along with the prescribed documents

**Clause 29.4 Captive Power Generating Subsidy**

Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME, along with the prescribed documents

**Clause 29.5 Interest Subsidy**

Application in **Form - I along with Form - XIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME along with the prescribed documents

**Clause 29.6 Stamp duty**

Application in **Form - I along with Form-III** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME, along with the prescribed documents

**Clause 29.6 Registration Fee**

Application in **Form - I along with Form-IV** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME, along with the prescribed documents

**Clause 29.7 Employment Generation Based Incentive (CGIS)**

Application in **Form - I along with Form-XLII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME, along with the prescribed documents

**Clause 29.9 Pollution Control Equipment Subsidy under Comprehensive Project Investment Subsidy (CPIS)**

### 3. Industrial Policy of Jharkhand 2001

For New Unit Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, along with the prescribed documents

For Expansion/Modernization/Diversification of industrial units. Application in **Form - I along with Form-II** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/ Modernization / Diversification.

#### Clause 29.10 Incentive for Quality Certification

Application in **Form -I along with Form-VI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, along with the prescribed documents.

#### Special Package for Mega Under 2001 policy Capital Subsidy (VAT and CST) followed by sankalp memo no 2408 Dated 26-10-2010

Application in **Form -I along with Form-VIII & IX** has to be submitted with all the enclosures to Director – Industries along with the prescribed documents.

### 4. Jharkhand Feed Processing Industry Policy – 2015

#### Clause 2.0 Processing Units (New Unit, Modernization, Up gradation, Expansion & Diversification)

Application in **Form - XVI** has to be submitted with all the enclosures to respective Director – Industries along with the prescribed documents

### 5. Jharkhand Food Processing Industry Policy – 2015

#### Clause 2.0 Processing Units (New Unit, Modernization, Up gradation, Expansion & Diversification)

Application in **Form - XVI** has to be submitted with all the enclosures to Director – Industries along with the prescribed documents

#### Clause 3.0 Cold Chain, Value Addition and Preservation Infrastructure, a) Grant-in-aid

Application in **Form - XVI** has to be submitted with all the enclosures to Director – Industries along with the prescribed documents

#### Clause 3.0 Cold Chain, Value Addition and Preservation Infrastructure, b) Interest Subsidy

Application in **Form – XVI along with Form - XIII** has to be submitted with all the enclosures to Director – Industries along with the prescribed documents

#### Clause 4.0 Primary Processing Centers / Collection Centers in Rural Areas

Application in **Form - XVI** has to be submitted with all the enclosures to Director – Industries along with the prescribed documents

#### Clause 5.0 Mega Projects In Food Processing, a) Grant-in-aid

Application in **Form - XVI** has to be submitted with all the enclosures to Director –



Industries along with the prescribed documents
<b>Clause 5.0 Mega Projects In Food Processing, b) Interest Subsidy</b>
Application in <b>Form – XVI along with Form – XIII</b> has to be submitted with all the enclosures to Director – Industries along with the prescribed documents
<b>Clause 5.0 Mega Projects In Food Processing, (iii) Interest During Construction</b>
Application in <b>Form – XVI along with Form - XIII</b> has to be submitted with all the enclosures to Director – Industries along with the prescribed documents
<b>Clause 6.0 Establishment and Modernization of Meat and Fish Shops</b>
Application in <b>Form - XVI</b> has to be submitted with all the enclosures to Director – Industries along with the prescribed documents

<b>6. Jharkhand Industrial Park Policy 2015</b>
<b>Clause4.0 Joint Venture or PPP Mode Industrial Park</b>
Application in <b>Form - XVI</b> has to be submitted with all the enclosures to respective Director – Industries along with the prescribed documents

<b>7. Jharkhand Automobile and Auto-Component Policy 2016</b>
<b>Clause5.1 Capital Subsidy for Common Infrastructure</b>
Application in <b>Form - XVI</b> has to be submitted with all the enclosures to respective Director – Industries along with the prescribed documents
<b>Clause5.2 Incentives for Manufacturing Units, a. CST concession</b>
<p>1. Request for issue of CST Pass Book is to be made by the unit to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega.</p> <p>2. Within seven days of the request of the unit MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega will issue a Pass Book to the applicant unit for certification of the tax payment by respective Circles of Commercial Taxes Department.</p> <p>3. Application in <b>Form-I along with Form-X</b> has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.</p>
<b>Clause5.2 Incentives for Manufacturing Units, b. Subsidy / Incentive on VAT</b>
<p>1. Request for issue of VAT Pass Book is to be made by the unit to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega.</p> <p>2. Within seven days of the request of the unit MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega will issue a Pass Book to the applicant unit for certification of the tax payment by respective Circles of Commercial Taxes Department.</p> <p>3. Application in <b>Form-I along with Form-IX</b> has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.</p>
<b>Clause5.2 (d) Reimbursement/concession on stamp duty on the lands</b>
Application in <b>Form - I along with Form-III</b> has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents
<b>Clause5.2 (e) Electricity duty exemption</b>

## 7. Jharkhand Automobile and Auto-Component Policy 2016

Application in **Form - I along with Form-XVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

### Clause 5.3 Marketing Incentives

Application in **Form - I along with Form- XX** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

Jharkhand Export Policy 2015 shall be extended to MSE units getting benefit under this policy also.

### Clause 5.4 Quality Certification

Application in **Form -I along with Form-VI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

### Clause 5.4 Patent

Application in **Form -I along with Form- VIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

### Clause 5.5.a Capital Subsidy for MSME

**For New Unit** Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME along with the prescribed documents

**For Expansion/Modernization/Diversification** of industrial units. Application in **Form - I along with Form-II** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/ Modernization / Diversification.

### Clause 5.5.b Interest Subsidy for MSME

Application in **Form - I along with Form-XIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME along with the prescribed documents

## 8. Jharkhand Export Policy 2016

### Clause 8.0 Fiscal Incentives, 8.1 Exemption from Electricity Duty

Application in **Form - I along with Form-XVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

### Clause 8.0 Fiscal Incentives, 8.3 Transport Subsidy for Shipment to Ports

Application in **Form - I along with Form-XLV** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME along with the prescribed documents

### Clause 8.0 Fiscal Incentives, 8.4 Export Development Assistance (EDA)

Application in **Form - I along with Form-XX** has to be submitted with all the



enclosures to respective MD, IADA's /GM, DIC for MSME along with the prescribed documents

#### **Clause 8.0 Fiscal Incentives, 8.6 Refund of Certification Charges**

Application in **Form - I along with Form-VI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME along with the prescribed documents

### **9. Jharkhand Textile, Apparel and Footwear Policy 2016**

#### **Clause 8.1 Capital Investment Subsidy (CIS)**

**For New Unit** Application in **Form - I** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

**For Expansion/Modernization/Diversification of industrial units.** Application in **Form - I along with Form-II** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/Modernization / Diversification.

#### **Clause 8.2 Interest Subsidy**

Application in **Form - I along with Form-XIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

#### **Clause 8.3 Subsidy / Incentive on VAT**

1. Request for issue of VAT Pass Book is to be made by the unit to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega.
2. Within seven days of the request of the unit MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega will issue a Pass Book to the applicant unit for certification of the tax payment by respective Circles of Commercial Taxes Department.
3. **For New Unit** - Application in **Form-I along with Form-IX** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.
4. **For Expansion/Modernization/Diversification of industrial units** - Application in **Form-I along with Form- II, IX** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

#### **Clause 8.4 Stamp duty**

Application in **Form - I along with Form-III** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

#### **Clause 8.4 Registration fee**

Application in **Form - I along with Form-IV** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

#### **Clause 8.5 Quality Certification**

### **9. Jharkhand Textile, Apparel and Footwear Policy 2016**

Application in **Form -I along with Form-VI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

#### **Clause 8.6 Patent Registration**

Application in **Form -I along with Form-VIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

#### **Clause 8.7 Cluster Development**

Application in **Form -I along with Form-XI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents.

#### **Clause 8.8 Power Tariff**

Application in **Form - I along with Form-XXI** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega, along with the prescribed documents

#### **Clause 8.9 Export Subsidy (MSME Unit)**

Application in **Form - I along with Form- XX** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME along with the prescribed documents

#### **Clause 8.10 Assistance for construction of dormitories for Unit**

Application in **Form - I along with Form- XLVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

#### **Clause 8.10 Assistance for construction of dormitories for Park**

Application in **Form - XVI along with Form- XLVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

#### **Clause 8.11 Skill Development, a. One-time support training per person**

Application in **Form- I along with Form – XXVIII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

#### **Clause 8.11 Skill Development, b. Employment generation subsidy**

Application in **Form- I along with Form – XXIX** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

#### **Clause 8.11 Skill Development, c. Reimburse to employer towards expenditure on ESI and EPF**

Application in **Form- I along with Form – XXVI, XXVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries Large, Mega and Ultra Mega along with the prescribed documents

#### **Clause 8.13 Electricity Duty**

### 9. Jharkhand Textile, Apparel and Footwear Policy 2016

Application in **Form - I along with Form-XVII** has to be submitted with all the enclosures to respective MD, IADA's /GM, DIC for MSME and Director – Industries for Large, Mega and Ultra Mega, along with the prescribed documents

#### Clause 8.16.3 Mega Textile/Apparel Park: a) Capital Investment Subsidy

Application in **Form – XVI** has to be submitted with all the enclosures to Director – Industries for Mega Park, along with the prescribed documents

#### Clause 8.16.3 Mega Textile/Apparel Park: b) Stamp Duty

Application in **Form – XVI along with Form - III** has to be submitted with all the enclosures to Director – Industries for Mega Park, along with the prescribed documents

### 10. Establishing Medical College in Private Sector

#### Clause Finical Incentive , a) Grant-in-aid

Application in **Form - XVI** has to be submitted with all the enclosures to Director – Health along with the prescribed documents

- 20 crores (in 2 equal Installment) for 50 seats
- 25 crores (in 3 equal Installment) for 100 seats
- 30 crores (in 4 equal Installment) for 150 seats

#### Clause Finical Incentive, b) Interest Subsidy

Application in **Form - XVI along with Form - XIII** has to be submitted with all the enclosures to Director – Health along with the prescribed documents

### 11. Jharkhand IT-ITeS Policy-2016

#### Clause 7.4. 1. Stamp duty

Application in **Form - I along with Form-III** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

#### Clause 7.4. 1. Registration fee

Application in **Form - I along with Form-IV** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

#### Clause 7.4. 1. Transfer fee

Application in **Form - I along with Form-V** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

#### Clause 7.4. 2. Patent Filing

Application in **Form - I along with Form-VIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

#### Clause 7.4. 3. Recruitment Assistance

Application in **Form - I along with Form-XXIV** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

#### Clause 7.4. 4. Employment Reimbursement on cost of land allotted

**11. Jharkhand IT-ITeS Policy-2016**

Application in **Form - I along with Form-XXV** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.4. 5. Reimbursement on cost of certification**

Application in **Form - I along with Form-VII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.4. 6. Electricity Duty**

Application in **Form - I along with Form-XLIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.47. Reimbursement of Provident Fund**

Application in **Form - I along with Form-XXVI** has to be submitted with all the enclosures to Director – IT along with the prescribed documents

**Clause 7.48. Income Tax Reimbursement**

Application in **Form - I along with Form-XXX** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.49. Interest Reimbursement**

Application in **Form - I along with Form-XIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.410. Technology Acquisition**

Application in **Form - I along with Form-XXXI** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.412. Reimbursement of certification cost**

Application in **Form - I along with Form – LVII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.1.3. Solar Power**

Application in **Form - I along with Form – XXXII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.1.4. Rebate/Reimbursement on cost of land allotted**

Application in **Form - I along with Form – XXV** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.1.6. Mega Project, Capital Investment Reimbursement**

Application in **Form - I** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.3.1. R&D Grant**

Application in **Form - I** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.3.2. International Patents**

Application in **Form – I along with Form - VIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.4.1. Exhibition hall Rent Reimbursement**

**11. Jharkhand IT-ITeS Policy-2016**

Application in **Form - I along with Form - XXXIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.4.3. First Five Anchor Unit**

Application in **Form - I along with Form - LIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.4.4.a Capital Investment Reimbursement**

Application in **Form - I** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.4.4.b Training reimbursement**

Application in **Form - I along with XXVIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.4.4.c. Reimbursement on corporate Internet and Telephone charges**

Application in **Form - I along with Form - XXXIX & XL**, has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.4.6 VAT Reimbursement**

Application in **Form - I along with Form - IX** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.5.1. Rent Reimbursement**

Application in **Form - I along with Form - XII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.5.2. Training Assistance**

Application in **Form - I along with Form - XXVIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.5.3. Bandwidth Reimbursement**

Application in **Form - I along with Form - XXXIX** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.5.4. Municipal Duties**

No form is required; only letter from the company must be sent to the department for consideration and applicability  
Department of IT & e Governance has to obtained appropriate approval from Urban Development and Housing Department is following due process

**Clause 7.5.5.6. VAT Reimbursement**

Application in **Form - I along with Form - IX** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.5.6. CST Reimbursement**

Application in **Form - I along with Form - X** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 7.5.5.7. Divyang Training Reimbursement**

Application in **Form - I along with Form - XXVIII** has to be submitted with all the

<b>11. Jharkhand IT-ITeS Policy-2016</b>
enclosures to Director – IT along with the prescribed documents.
<b>Clause 7.5.6.2 Incentives to private infrastructure providers, 2. Stamp Duty</b>
Application in <b>Form –I along with Form-III</b> has to be submitted with all the enclosures to Director – IT along with the prescribed documents.
<b>Clause 7.5.6.2 Incentives to private infrastructure providers, 3. Reimbursement of Property Tax</b>
Application in <b>Form –I along with Form- XXXIV</b> has to be submitted with all the enclosures to Director – IT along with the prescribed documents.
<b>Clause 7.5.6.2 Incentives to private infrastructure providers 4. Reimbursement of Insurance Premium</b>
Application in <b>Form –I along with Form- XXXVI</b> has to be submitted with all the enclosures to Director – IT along with the prescribed documents.
<b>Clause 7.5.6.2 Incentives to private infrastructure providers, 5. Facility Management Reimbursement</b>
Application in <b>Form – I along with Form- XXXVII</b> has to be submitted with all the enclosures to Director – IT along with the prescribed documents.
<b>Clause 7.5.6.2 Incentives to private infrastructure providers, 6. Interest Reimbursement</b>
Application in <b>Form –I along with Form-XIII</b> has to be submitted with all the enclosures to Director – IT along with the prescribed documents.
<b>Clause 7.5.6.2 Incentives to private infrastructure providers, 7. Reimbursement on development of Common Facilities</b>
Application in <b>Form - I</b> has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents
<b>Clause 7.5.6.2 Incentives to private infrastructure providers, 9. Solar Power</b>
Application in <b>Form – I along with Form- XXXII</b> has to be submitted with all the enclosures to Director – IT along with the prescribed documents
<b>Clause 7.5.6.2 Incentives to private infrastructure providers, 10. Reimbursement of Provident Fund</b>
Application in <b>Form – I along with Form- XXVI</b> has to be submitted with all the enclosures to Director – IT along with the prescribed documents
<b>Clause 7.5.6.3 Incentives to IT/ITeS, ESDM and other companies, 2. Lease Rentals Reimbursement</b>
Application in <b>Form – I along with Form-XXXVIII</b> has to be submitted with all the enclosures to Director – IT along with the prescribed documents
<b>Clause 7.5.6.3 Incentives to IT/ITeS, ESDM and other companies, 3. Bandwidth (Internet charges) reimbursement</b>
Application in <b>Form – I along with Form- XXXIX</b> has to be submitted with all the enclosures to Director – IT along with the prescribed documents
<b>Clause 7.5.6.3 Incentives to IT/ITeS, ESDM and other companies, 4. Power Reimbursement</b>



**11. Jharkhand IT-ITeS Policy-2016**

Application in **Form – I along with Form- XLIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents

**12. Jharkhand BPO/BPM Policy-2016****Clause3.2.1 Land Incentive**

Application in **Form - I along with Form-XXV** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause3.2.2 Registration Fee**

Application in **Form - I along with Form-IV** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause3.3.1 Capital Incentive**

Application in **Form - I** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause3.3.2VAT/Service Tax Reimbursement**

Application in **Form - I along with Form –IX, XLIV** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 3.4 Operating Expenses, 1. Rent Reimbursement**

Application in **Form – I along with Form –XXXVIII** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 3.4 Operating Expenses, 2. Reimbursement of Telecom Facilities**

Application in **Form – I along with Form - XL** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 3.4 Operating Expenses, 3. Reimbursement of Bandwidth for connectivity**

Application in **Form – I along with Form - XXXIX** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 3.4 Operating Expenses, 4. Power**

**No form required. Letter to be sent to Electricity Department to provide power at Industrial Tariff**

Department of IT & e Governance has to obtained appropriate approval from Department of Energy is following due process

**Clause 3.4 Operating Expenses, 5. Solar Power**

Application in **Form – I along with Form-XXXII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents

**Clause 3.4 Operating Expenses, 6. Electricity Duty**

Application in **Form – I along with Form-XVII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents

**Clause 3.4 Operating Expenses, 7. Training Reimbursement**

Application in **Form – I along with Form-XXVIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents

**Clause 3.4 Operating Expenses, 8. Promotion Support**

Application in **Form – I along with Form-XII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents

**Clause 3.2 Operating Expenses, 9. Grant of EPF for Employment Generation**

Application in **Form – I along with Form-XXXIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents

**Clause 3.5 Special Incentive,**

Application in Form-XLVI Demand for Special Incentive Common Checklist along with:

- i. Recruitment assistance - (Application in Form – I along with Form – XXIV has to be submitted with all the enclosures to Director – IT along with the prescribed documents)
- ii. Quality certification - - (Application in Form – I along with Form – VI has to be submitted with all the enclosures to Director – IT along with the prescribed documents)
- iii. Employment beyond number of seats- (Application in Form – I along with Form - LVIII has to be submitted with all the enclosures to Director – IT along with the prescribed documents)
- iv. Incentive for diversity, inclusion and wider spread Providing 50% of employment to women - (Application in Form – I along with Form - LVIII has to be submitted with all the enclosures to Director – IT along with the prescribed documents)
- v. Incentive for diversity, inclusion and wider spread BPO setup in districts of Type B & C- (Application in Form – I along with Form - LVIII has to be submitted with all the enclosures to Director – IT along with the prescribed documents)
- vi. Incentive for diversity, inclusion and wider spread Promoting local entrepreneur- (Application in Form – I along with Form - LVIII has to be submitted with all the enclosures to Director – IT along with the prescribed documents)
- vii. Incentive for diversity, inclusion and wider spread Housing and travelling expenses reimbursement (Application in Form – I along with Form – LIV has to be submitted with all the enclosures to Director – IT along with the prescribed documents)

**13. Jharkhand ESDM Policy-2016****Clause 4.2 Non-Fiscal Incentives, 6. Electricity Duty Reimbursement**

Application in **Form - I along with Form-XLIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3Fiscal Incentives available to all units, 1. Income Tax Reimbursement**

Application in **Form - I along with Form-XXX** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3Fiscal Incentives available to all units, 2. Capital/Investment**



**Reimbursement**

**For New Unit** Application in **Form - I** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**For Expansion/Modernization/Diversification of industrial units.** Application in **Form - I along with Form-II** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents for claiming benefit in respective of incremental production/diversified product resulting out of Expansion/ Modernization / Diversification.

**Clause 4.3Fiscal Incentives available to all units, 3. Interest Reimbursement**

Application in **Form - I along with Form-XIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3Fiscal Incentives available to all units, 4. Technical Acquisition**

Application in **Form - I** along with **Form-XXXI** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3Fiscal Incentives available to all units, 5. Stamp Duty**

Application in **Form - I along with Form-III** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3Fiscal Incentives available to all units, 5. Transfer Fee**

Application in **Form - I along with Form-V** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3Fiscal Incentives available to all units, 5. Registration Fee**

Application in **Form - I along with Form-IV** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3Fiscal Incentives available to all units, 6. Patent Filling**

Application in **Form - I along with Form-VIII** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3Fiscal Incentives available to all units, 7. Recruitment Assistance**

Application in **Form - I along with Form-XXIV** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3Fiscal Incentives available to all units, 8. Employment Rebate on cost of land purchased**

Application in **Form - I along with Form-XXV** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3Fiscal Incentives available to all units, 10. Transport Reimbursement**

Application in **Form - I along with Form-XLV** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3Fiscal Incentives available to all units, 11. Industrial Power Reimbursement**

**No form required. Letter to be sent to Electricity Department to provide power**

**at Industrial Tariff**

Department of IT & e Governance has to obtained appropriate approval from Department of Energy is following due process

**Clause 4.3 Fiscal Incentives available to all units, 12. Reimbursement of Provident Fund**

Application in **Form - I along with Form-XXVI** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3 Fiscal Incentives available to all units, 13. Product Certification**

Application in **Form - I along with Form-LVII** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3.1.1. Mega Project, 3. Solar Power**

Application in **Form - I along with Form-XXXII** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3.1.1. Mega Project, 4. Employment Rebate on cost of land purchased**

Application in **Form - I along with Form-XXV** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 4.3.1.2. Tire II and III Location, 1. Exhibition hall Rent Reimbursement**

Application in **Form – I along with Form –XXXIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3.1.2. Tire II and III Location, 2. Anchor Unit**

Application in **Form – I along with Form - LIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3.1.2. Tire II and III Location, 3. Net VAT Reimbursement**

Application in **Form – I along with Form - IX** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3.1.3. MSME, 1. Rent Reimbursement**

Application in **Form – I along with Form - XXXVIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3.1.3. MSME, 2. Training Assistance**

Application in **Form – I along with Form - XXVIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3.1.3. MSME, 3. Bandwidth Assistance**

Application in **Form – I along with Form - XXXIX** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3.1.3. MSME, 5. Municipal Duties**

Application in **Form – I along with Form – XXXIV** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3.1.3. MSME, 6. VAT Reimbursement**

Application in **Form - I along with Form - IX** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 4.3.1.3. MSME, 6. CST Reimbursement**

Application in **Form - I along with Form - X** has to be submitted with all the enclosures to Director – IT along with the prescribed documents

**Clause 4.3.1.3. MSME, 7. Training Assistance**

Application in **Form – I along with Form - XXVIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**14. Jharkhand Start-up Policy-2016****Clause 1.1.2 Idea / Seed / Prototype Stage – Support and funding**

Application in **Form –LVI** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 1.1.2 Idea / Seed / Prototype Stage – Support and funding, 2 Stipend**

Application in **Form – LIX** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 1.1.3 Secondary Stage or Scale up Stage – Support and funding for the Start-ups (Marketing Grant)**

Application in **Form – LX** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 2.1.2 Setting up Incubation / innovation Centre**

Application in **Form – LV** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 2.1.3 Private Incubators / Accelerators**

Application in **Form – LV along with LXI** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 2.3.7 Interest Reimbursement for Student Loan**

Application in **Form - I along with Form – XIV** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 2.4.2 Financial Incentive, 1. Reimbursement of VAT**

Application in **Form - I along with Form-VIII** has to be submitted with all the enclosures to Director – IT along with the prescribed documents.

**Clause 2.4.2 Financial Incentive, 2. Patent Filing Cost Reimbursement**

Application in **Form - I along with Form-VI** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 2.4.2 Financial Incentive, 3. Stamp Duty**

Application in **Form - I along with Form-III** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**14. Jharkhand Start-up Policy-2016****Clause 2.4.2 Financial Incentive, 3. Registration Fee**

Application in **Form - I along with Form-IV** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 2.4.2 Financial Incentive, 3. Transfer Fee**

Application in **Form - I along with Form-V** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 2.4.2 Financial Incentive, 4. Municipal Duties**

Municipal Moratorium to be provided to start –ups for three years and a letter format is applicable here

Department of IT & e Governance has to obtained appropriate approval from Urban Development and Housing Department is following due process

**Clause 2.4.2 Financial Incentive, 5. Reimbursement of Lease Rental**

Application in **Form - I along with Form-XXXVIII** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 2.4.2 Financial Incentive, 6. Internet Bandwidth Reimbursement**

Application in **Form - I along with Form-XXXIX** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**Clause 2.4.2 Financial Incentive, 8. Electricity Bill Reimbursement**

Application in **Form - I along with Form-XXII** has to be submitted with all the enclosures to respective Director – IT along with the prescribed documents

**15. Jharkhand Film Policy-2015****Clause 8. Multiplexes**

Application in **Form - I** has to be submitted with all the enclosures to Director – IPRD along with the prescribed documents.

**Clause 8. Multiplexes Entertainment Tax Exemption**

Application in **Form - I along with XLIV** has to be submitted with all the enclosures to Director – IPRD along with the prescribed documents.

**Clause 10. Modernization of working cinema halls**

Application in **Form - I** has to be submitted with all the enclosures to Director – IPRD along with the prescribed documents.

**Clause 13. Captive electricity generation**

Application in **Form - I along with Form- XVII** has to be submitted with all the enclosures to Director – IPRD along with the prescribed documents.

**Clause 21. Funding of Films**

Application in **Form-XXIII** has to be submitted with all the enclosures to Director – IPRD along with the prescribed documents.

**Clause 22. Financial Encouragement**

Application in **Form-XXIII** has to be submitted with all the enclosures to Director – IPRD along with the prescribed documents.

**Clause 23. Regional Film**

Application in **Form-XXIII** has to be submitted with all the enclosures to Director – IPRD along with the prescribed documents.

**16. Jharkhand Tourism Policy-2015****Clause 22.5 Capital Investment Incentive**

Application in **Form - I** has to be submitted with all the enclosures to Director – Tourism along with the prescribed documents.

**Clause 22.6 Captive Power Generation Subsidy**

Application in **Form - I along with Form-XV** has to be submitted with all the enclosures to Director – Tourism along with the prescribed documents

**Clause 22.7 Interest Subsidy**

Application in **Form - I along with Form-XIII** has to be submitted with all the enclosures to Director – Tourism along with the prescribed documents

**Clause 22.8 Employment Generation Based Incentive**

Application in **Form - I along with Form-XLII** has to be submitted with all the enclosures to Director – Tourism along with the prescribed documents

**Clause 22.9 Incentive for Airline Operators**

Application in **Form - I along with Form-L** has to be submitted with all the enclosures to Director – Tourism along with the prescribed documents.

**Clause 22.10 Incentive for New Integrated Multiplex Complexes, a**

Application in **Form - I** has to be submitted with all the enclosures to Director – Tourism along with the prescribed documents

**Clause 22.10 Incentive for New Integrated Multiplex Complexes, b 1. Entertainment tax Exemption for New Unit**

Since the GST has subsume the Entertainment Tax, the existing provisions for entertainment tax shall stands null and void

**Clause 22.10 Incentive for New Integrated Multiplex Complexes, b 2. Entertainment tax Exemption for Existing Unit**

Since the GST has subsume the Entertainment Tax, the existing provisions for entertainment tax shall stands null and void

**Clause 22.10 Incentive for New Integrated Multiplex Complexes, b 4. Industrial Power Tariff**

**16. Jharkhand Tourism Policy-2015**

**No form required. Letter to be sent to Electricity Department to provide power at Industrial Tariff by Department of Tourism, Art, Culture, Sports & Youth Affairs**

**Clause 22.11 Incentive for Film Production in the State**

Since the GST has subsume the Entertainment Tax, the existing provisions for entertainment tax shall stands null and void

**Clause 23.3.1 Luxury Tax Exemption**

Since the GST has subsume the Luxury Tax, the existing provisions for Luxury tax shall stands null and void

**Clause 23.3.2 Entertainment Tax Exemption**

Since the GST has subsume the Entertainment Tax, the existing provisions for entertainment tax shall stands null and void

**Clause 23.3.5 Electricity Duty Exemption**

Application in **Form – I along with Form-XVII** has to be submitted with all the enclosures to Director – Tourism along with the prescribed documents.

**Clause 23.3.5 Relaxation of Road Tax**

Application in Form – I along with Form-LI has to be submitted with all the enclosures to Director – Tourism along with the prescribed documents.

**Clause 23.3.6 Relaxation of Road Permit**

Application in **Form – I along with Form-LII** has to be submitted with all the enclosures to Director – Tourism along with the prescribed documents

**Clause 23.3.6 Holding Tax Exception**

Department of Tourism, Art, Culture, Sports & Youth Affairs has to obtained appropriate approval from Urban Development and Housing Department is following due process

**Form – I**  
**(Common Application Form for Incentive (CAF-I))**

Common Application Form for Incentive (CAF-I A)		
#	Particulars	Details
1	Name and address of the applicant unit for correspondence	
	Applicant unit's Landline number	
	Location of the applicant unit	District Sub-Division Village/Town Police Station Post Office Mauza Ward Gram Panchayat Zone (In Case of Tourism Unit) -
2	In case of Branch, Address of Head Office/ Registered office of the applicant	
	Permanent email id	
3	Promoter Detail	Name: Address: Phone: Fax: Email:
4	Type of organization	Govt. Institution /organization: Industry Association: University: NGO: Co-operative: Proprietor: Partnership: Pvt Ltd: Others .....
5	Financial Status (Applicable for expansion and modernization project)	Turnover: Profit:
6	A. Existing Industry if any <b>(Registration No. and Date )</b>  B. For New Unit: any <b>(Registration No. and Date )</b>	A. B.
7	I.E.M/ Udyog Aadhar	
8	Name of the Product / Service	
9	a) Copy of NOC/ Consent to Establishment from JSPCB b) Copy of First Consent to Operate issued by JSPCB c) Copy of renewal of consent to	a. NOC/CTO No. Date: b. First CTO No. Date c. Renewal CTO No.

	operate by JSPCB	Date	
10	Date of Commercial production / Operation (enclose DOP / DOO certificate)	DOP no. Date.	
11	TIN registration no. and Date (Enclose copy of certificates)	Registration no. Date.	
	GST Registration No(Enclose copy of certificates)	Registration no. Date.	
12	PAN and Central Excise registration no. and date (Enclose copy of certificates)	PAN No. Central Excise registration no. Date	
	Tourism Unit Certificate	Registration no. Date.	
13	Certificate of registration, Incorporation certificate in case of company, Firm registration certificate in case of Partnership firm, Bankers certificate or Shop and Establishment Act certificate in case of Proprietary concern, for any other entity registration certificate of respective registering authority.	Certificate of registration: Incorporation certificate: Firm registration certificate: Bankers certificate or Shop and Establishment Act certificate: Other: ..... registration certificate of respective registering authority:	
14	Copy of Power sanction letter and Agreement, if any.	Letter No. Date	
15	Employment (Enclose certificate of EPF Authorities in Prescribed format regarding no. of Employees)	No. of Employees	
16	(i) Copy of DPR (ii) Cost of Project as per DPR certified by Bank/ financing institution	Total Cost of Project in Rs.	
		Proposed in DPR	Actual
	a) Land	Rs.	Rs.
	b) Building Construction	Rs.	Rs.
	c) Plant and Machinery	Rs.	Rs.
	d) Electric Installation & Fittings	Rs.	Rs.
	e) Tools, jigs, fixture, dies, crane	Rs.	Rs.
	g) Pollution Control Equipment	Rs.	Rs.
	h) Expenses incurred for employee welfare	Rs.	Rs.
	i) Other investments	Rs.	Rs.
	Only for Tourism Unit		
	j) Registration Charge	Rs.	Rs.
	k) Stamp Duty	Rs.	Rs.
	Tourism and IT Unit		
	Captive Power Plant	Rs.	Rs.
	Total Capital Cost*	Rs.	Rs.
17	Means of Finance:	Proposed in DPR	Actual
	(i) Bank/Financial Institution (in prescribed form)	Rs.	Rs.



	(ii) Promoters / <b>Investors</b> Contribution	Rs.	Rs.
	(iii) Un-Secured Loan	Rs.	Rs.
18	<p>Information relating to additional Incentive of 5% for SC / ST / Women / Handicapped/Others/ Ex-servicemen</p> <p>Entrepreneurs under CPIS/Capital Investment Subsidy</p> <p>(i) Enclose Caste/residential certificate by the competent authority not below the rank of SDO in the State of Jharkhand.</p> <p>(ii) Enclose certificate of Medical Board to have Handicap of more than 40% handicapped.</p>		
19	<p>Copy of Registration with</p> <p>(i) Regional Provident Fund Commissioner</p> <p>(ii) Director, ESI</p> <p>(iii) Health Insurance Agency</p>		
20	<p>i. Copy of Factory License</p> <p>ii. Copy of renewal of Factory License for year of DOP.</p>	<p>Factory License No. :</p> <p>Renewal of Factory License for year of DOP:</p>	
21	<p>Self-certificate mentioning details of dues to be paid to</p> <p>(a) Commercial Taxes Dept.</p> <p>(b) Water Resources Department JSEB - Electricity Dues (N.B: Certificate of clearance of above mentioned dues shall be obtained from concerned department by Single Window Clearance committee prior to disbursal of incentive/subsidy/concession)</p>		
	Whether special package approved by the cabinet?	Yes / No	
	If yes, copy of package attached	Yes / No	
	Name and designation of the person authorized to sign this request on behalf of the Board		
	Power of Attorney holder / authorized signatory for claim with supporting detail/		
	<b>Bank Detail of the Unit*(Loan Account)</b>		
	Bank Name		
	Branch Name and Address		
	Type of Account		
	Account Number		
	IFSC code		
	MICR code		

\*All refunds/ incentives if any payable by the Government shall be transmitted to this account

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date:

Seal of the Company.

Note: If the unit is located in the industrial park, in order to ensure the uniformity in the construction of factory building / assets and quality of construction, the park promoter shall have the option to make fixed capital investments on factory building, plant and machinery. The industrial park promoter can also allow the concerned unit to construct factory building etc (including plant & machinery). In such a situation, the Comprehensive Project Investment Subsidy will be shared between industrial promoter and the concerned unit accordingly on the basis of proportion of their investment in the fixed capital investment.

**Appendix – I**

<b>Sl. No</b>	<b>Name of Document</b>	<b>Attachment (Y/N)</b>	<b>Attachment No.</b>
1	Copy of NOC/ Consent to Establishment from JSPCB		
2	Copy of NOC/ Consent to Establishment from JSPCB		
3	Copy of renewal of consent to operate by JSPCB		
4	Date of Commercial production(DOP) certificate / Date of Commercial Operation (COO) Certificate (Tourism Unit)		
5	VAT & CST registration Certificate		
6	PAN Card		
7	Central Excise registration certificates		
8	Certificate of registration,  Incorporation certificate in case of company,  Firm registration certificate in case of Partnership firm, Bankers certificate or Shop and Establishment Act certificate in case of Proprietary concern,  Any other entity registration certificate of respective registering authority.		
9	Copy of Power sanction letter and Agreement		
10	Certificate of EPF Authorities in Prescribed format regarding no. of Employees (Format 1.8)		
11	Copy of Detailed Project Report DPR (Format 1.10)		
12	Cost of Project as per DPR certified by Bank/ financing institution (If Project not finance by the Bank/ financing institution than Certify by the CA)		
13	Loan Certificate from Bank/Financial Institution in prescribed format (Format 1.3)		
14	Enclose Caste/residential certificate by the competent authority not below the rank of SDO in the State of Jharkhand.		

Sl. No	Name of Document	Attachment (Y/N)	Attachment No.
15	Enclose certificate of Medical Board to have Handicap of more than 40% handicapped.		
16	Copy of Registration with Director, ESI/ Health Insurance Agency		
17	Copy of Factory License / Copy of renewal of Factory License for year of DOP.		
18	Self-certificate mentioning details of dues to be paid to  Commercial Taxes Dept.  Water Resources Department JSEB - Electricity Dues (N.B: Certificate of clearance of above mentioned dues shall be obtained from concerned department by Single Window Clearance committee prior to disbursal of incentive/subsidy/concession)		

## Form – II

**Application for claiming Incentives and concessions for Expansion/ Modernization /  
Diversification of undertakings under Comprehensive Project Investment Subsidy  
(CPIS)**

SL. No.	Particulars	Details
1	<b>Details of depreciated book value prior to Expansion / Modernization/ Diversification</b>	
	I. Building Construction	
	II. Plant and Machinery	
	III. Electric Installation & Fittings	
	IV. Tools, jigs, fixture, dies, crane	
	V. Environmental friendly alternative power generating equipment	
	VI. Pollution Control Equipment	
	VII. Expenses incurred for employee welfare	
	VIII. Other investments	
	(N.B. : Enclose certificate of actual investment/expenses for serial i to viii duly certified by Chartered Accountant in format 1.7)	
	Before Expansion/ Modernization/ Diversification Actual Production Capacity of Unit	
	Before Expansion/ Modernization/ Diversification Average Production of Unit	

	(a) Date of start of Expansion/ Modernization/ Diversification...				
	(b) Date of completion of Expansion/ Modernization/ Diversification.				
3	<b>Capital investment during Expansion/ Modernization/ Diversification</b>				
	I. Building Construction				
	II. Plant and Machinery				
	III. Electric Installation & Fittings				
	IV. Tools, jigs, fixture, dies, crane				
	V. Environmental friendly alternative power generating equipment				
	VI. Pollution Control Equipment				
	VII. Expenses incurred for employee welfare				
	VIII. Other investments				
	(N.B. : Enclose certificate of actual investment/expenses <b>during Expansion/ Modernization/ Diversification</b> for serial i to vii duly certified by Chartered Accountant in format 1.7)				
	Before Expansion/ Modernization/ Diversification Actual Production Capacity of Unit				
	Before Expansion/ Modernization/ Diversification Average Production of Unit				

### Declaration:

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date:

Seal of the company.

: If the unit is located in the industrial park, in order to ensure the uniformity in the construction of factory building / assets and quality of construction, the park promoter shall have the option to make fixed capital investments on factory building, plant and machinery. The industrial park promoter can also allow the concerned unit to construct factory building etc (including plant & machinery). In such a situation, the Comprehensive Project Investment Subsidy will be shared between industrial promoter and the concerned unit accordingly on the basis of proportion of their investment in the fixed capital investment.

## Appendix - II

Sl. No	Name of Document	Attachment (Y/N)	Attachment No.
1.	Enclose certificate of actual investment/expenses for serial i to vii duly certified by Chartered Accountant in format 1.7a for Non-MSME, Format 1.7b for MSME		
2.	(N.B. : Enclose certificate of actual investment/expenses <b>during Expansion/ Modernization/ Diversification</b> for serial i to vii duly certified by Chartered Accountant in format 1.7)		
3.	CA Certificate of Increase in Production		

### Form-III -

#### Application for claiming Incentives and concessions for reimbursement of Stamp Duty

Sl.No.	Particulars	Details
I	Name of seller/ Donor/ Lessee/ Power of Attorney holder	
Ii	Name of Intended Buyer /Donee	
iii	Name of the village/ward	
Iv	Name of the Circle	
V	Patta number	
vi	Type of Land for sale	
vii	Circle Rate	INR
viii	Area of Land to be Sold	Acre
ix	Rate at which Land is to be Sold per Acre	INR
X	Purpose of sale /Transfer of land	
xi	Total Stamp Duty	INR
xii	Claimed Amount	INR

### Past Record

I	Application number of prior applications	
Ii	Whether Waiver/reimbursement given, if Yes details	
iii	Proposed date of completion of new unit/ expansion / modernization	
iv	Subsidy/waiver/ reimbursement already been availed (under any scheme). Details of any subsidy application pending with :Govt. of India /Govt. of Jharkhand / Govt. agencies	

### Declaration

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

### Appendix - III

S. No	Name of Document	Attached Y/N	Attachment No.
1	Permission for Transfer of Property by way of Mortgage/ Lease/ Gift/Sale/etc.		
2	NOC on transfer of land and registration of the same.		
3	Copy of Assessment documents.		
4	Certificate of Transfer of Land in name of Byer (Dakhi Khrij)		

#### Form-IV

#### Application for claiming Incentives and concessions for reimbursement of Registration Fee

Sl. No	Particulars	Details
i	Name of seller/ Donor/ Lessee/ Power of Attorney holder	
ii	Name of Intended Buyer /Donee	
iii	Name of the village/ward	
iv	Name of the Circle	
v	Patta number	
vi	Type of Land for sale	
vii	Circle Rate	INR
viii	Area of Land to be Sold	Acre
ix	Rate at which Land is to be Sold per Acre	INR
x	Purpose of sale /Transfer of land	
xi	Registration fee paid	INR
xii	Claimed Amount	

#### Declaration

I ..... son of Sri..... resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name Signature of the authorized person

Date:

Seal of the Company

**Appendix – IV**

Sl. No	Name of Document	Attachment (Y/N)	Attachment No.
• 1	Copy of Registered Land Deed Sale Deed / Transfer Deed	•	•
• 2	• Receipt of Registration fee paid	•	•

**Form – V**  
**Assessment and Waiver of Transfer Fee**

Sl. No	Particulars	Details
I	Name of seller/ Donor/ Lessee/ Power of Attorney holder	
ii	Name of Intended Buyer /Donee	
iii	Name of the village/ward	
iv	Name of the Circle	
V	Patta number	
vi	Type of Land for sale	
vii	Circle Rate	INR
viii	Area of Land to be Sold	Acre
ix	Rate at which Land is to be Sold per Acre	INR
X	Purpose of sale /Transfer of land	
xi	Amount and details of transfer fee to be paid.	
xii	Claimed Amount	

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Date:

Place:

Signature / Name / seal of company



### Appendix - V

S. No	Name of Document	Attached Y/N	Attachment No.
1	Certificate / challan of Transfer Fee		
2	Transfer Document		

#### Form-VI: -

#### Application for claiming Incentives and concessions for Quality Certification

Sl. No	Particular	Detail
1.	Give details of certification (Type of Certifications, Period for which certification has been done)	
2	Self-Certificate*of Expenditure made exclusively for this certification.	
3	Name and address of approved agency from whom quality certification has been obtained.	
4	Purpose for Certification with proof	
5	Certification issued date (dd/mm/yyyy)	
6	<b>Amount claimed:</b>	

\*Attach the copy of CA certificate for expenditure along with self-certified bill(s) as issued by certifying body certify copy of quality certificate

#### Declaration

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date :

Seal of the Company.

**Appendix - VI**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Copy of quality certification		
2	Receipt of Certification Fee		
3	CA certificate on expenditure incurred in applying for this quality certification		

**Form - VII: -  
Reimbursement of cost of Technology Certification.**

<b>Sl. No</b>	<b>Particular</b>	<b>Detail</b>
I	Year of Claim	
Ii	Financial year of claim	
Iii	Number of instances of Technology Certification	
Iv	Total cost of Technology Certification as per Policy	INR
V	Cost of Approved Claims for Technology approved	INR
Vi	Use of Technology acquired as above (Purpose)	

Please attach a copy of the letters exchanged for Certification of Technology.

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Date:

Place:

Signature / Name / seal of company

## Appendix - VII

S. No	Name of Document	Attached Y/N	Attachment No.
1	Copy of quality certification		
2	Respite of Quality certification Fee		

### Form-VIII: - Application for claiming Incentives and concessions for Patent Registration

Sl. No	Particular	Detail
1	Copy of application for patent registration	
2	Expenditure on Patent registration	
	a. Expenditure incurred* on filing of patent	
	b. Attorney fees	
	c. Expenditure on patent tracking	
	d. Other Expenditure exclusive to patent registration	
	e. Total Expenditure	
3	If start-up define the stage (Patent filing/ prosecution and award)	
	Patent No.	
	Date of Issue of Patent	
4	<b>Amount claimed:</b>	

### Declaration

I.....son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Date:

Place:

Signature / Name / seal of company

**Appendix – VIII**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Respite of patent filing fee		
2	Respite of Attorney fee for the filling of Paten		

**Form-IX:-****Application for claiming Incentives on net VAT**

<b>Sl. No.</b>	<b>Particular</b>	<b>Detail</b>
1.	Period of Claim	
2.	CA certificate in respect of Tax in generated out of trading tax/ manufacturing tax (Not for IT, ESDM, BPO, Startup policy)	
3.	Certificate of Single Window Clearance committee on eligible fixed capital investment amount as per single Window CAF –I A	
4.	Location of Town in which industry established	
5.	Total Amount of VAT paid	
6.	<b>Amount claimed</b>	

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Date:

Place:

Signature / Name / seal of company

**Appendix – IX**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	VAT Passbook in prescribe format (Format 1.5)		
2	VAT Passbook in prescribe format		
3	VAT registration certificate		
4	JVAT 409		

**Form-X:-****Application for claiming Incentives on net CST**

<b>Sl. No.</b>	<b>Particular</b>	<b>Detail</b>
1.	Period of Claim	
2.	CA certificate in respect of Tax in generated out of trading tax/ manufacturing tax	
3.	Certificate of Single Window Clearance committee on eligible fixed capital investment amount as per single Window CAF –I A	
4.	Location of Town in which industry established	
5.	Total Amount of CST paid	
6.	<b>Amount claimed</b>	

**Declaration**

I.....son of Sri.....resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Date:

Place:

Signature / Name / seal of company

**Appendix -X**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	CST Passbook in prescribe format (Format 1.5)		
2	CST Passbook in prescribe format		
3	CST registration certificate		
4	JVAT 409		

**Form-XI: -****Application for Incentive for Cluster Development Assistant and Incentives**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1.</b>	Particulars of applicant SPV / Promoter / Investor :	
	a. Name of the cluster	
	b. Address of the cluster	
<b>2.</b>	Date of Commercial Production	
<b>3.</b>	Total Grant released by Government of India	
<b>4.</b>	<b>Amount Claimed</b>	

**Declaration**

I..... son of Sri ..... resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Date:

Place:

Signature / Name / seal of company

**Appendix – XI**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Proof of grants released by Government of India		
2	Certificate of Date of Commercial Operation		

**Form-XII: -  
Application for claim of lease rental (including premises on rent)**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1	<b>Particulars of applicant SPV / Promoter:</b>	
	(a) Name of the cluster/Unit	
	(b) Address of the cluster/Unit	
2	Amount of lease rental paid	
3	<b>Amount Claimed</b>	

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Date:

Place:

Signature / Name / seal of company

**Appendix -XII**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Copy of Lease Agreement		
2	CA certificate on lease rental paid by the unit		

**Form-XIII: -**  
**Application for claim of interest subsidy**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Public financial institutions/banks	<b>Text</b>
2.	Total loan availed from public financial institutions/banks	Rs.
3.	Public financial institutions/banks certificate on timely payment in prescribe format	<b>Yes/ No</b>
4.	Public financial institutions/Bank Certificate on interest paid	<b>Yes/ No</b>
5.	Amount of Interest paid	Rs.
6.	Guarantee fee charged under the Credit Guarantee Trust for Micro and Small Enterprises (CGTMSE) scheme to Micro and Small Enterprises (MSEs)	Rs.
	<b>In Case of Tourism Unit</b>	
	Date of Operation of cluster/ Tourism Unit	
	Total Cost for Setting of New Tourism Unit	Rs.
	<b>Amount Taken from Financial Institutions / Banks for setting of New Tourism Unit</b> Total Grant released by Government of India	Rs.
7.	<b>Amount claimed</b>	Rs.

**Declaration**

I ..... son of Sri ..... resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Date:

Place:

Signature / Name / seal of company



**Appendix - XIII**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Public financial institutions/banks certificate on timely payment on prescribe format-1.3		
2	Certified Copy of date commercial Operation Certificate in case of Tourism Units.		
3	Proof of grants released by Government of India in case of Tourism Units		
4	Copy of proof of Credit Guarantee Trust for Micro and Small Enterprises (CGTMSE) scheme		

**Form-XIV: -****Application for claim of Interest Reimbursement for Student loans**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Details</b>
i	Name of Bank	
ii	Account No. of Bank	
iii	Name of the course/study undertaken	
iv	Type of Loan	
v	Financial year of Start of student Loan	
vi	Year of claim	
Vii	Year of graduation	
Viii	Amount of Interest paid	INR
	Months for which interest amount is being claimed	1. 2. 3.
Ix	Total amount of above mentioned months	INR
x	Number of months remaining in the financial year	

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Date:

Place:

Signature / Name / seal of company

**Appendix - XIV**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Public financial institutions/banks certificate on timely payment on prescribe format-1.3		
2	Loan Section Letter		

**Form - XV: -**  
**Application for claim Incentive for Captive Power Plant**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Electricity Requirement	
1.	Present Requirement (Pick Load)	
2.	Electricity Sanction Load	
3.	Average Electricity Consumption	
4.	Source of Electricity	
5.	Detail of Captive power Unit	
6.	No. of Unit	
7.	Indigenous / Imported	
8.	Name of Supplier	
9.	Price of Installed Power Unit	
10.	Installation price of Power Unit	
11.	Start Date of production of Electricity	
12.	Claimed Amount	

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Date:

Place:

Signature / Name / seal of company

**Appendix - XV**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	CA certificate for Installation of Power Unit		
2	Start Date of Commercial Production of Power Unit		

**Form - XVI**

s . no	Particulars	Details
<b>A. Promoters</b>		
1	Promoter / Applicant Detail	Name: Address: Phone: Fax: Email:
	Unit Location	Name: Address: Phone: Fax: Email:
2	Type of organization	Govt. Institution /organization: Industry Association: University: NGO: Co-operative: Proprietor: Partnership: Pvt Ltd: Others .....
3	Background / credentials of applicant organization	
4	Financial Status (Applicable for expansion and modernization project)	Turnover: Profit:
5.	A. Existing Industry if any B. For New Unit: Industrial registration	A. B.
<b>B. Project Description in case of Processing Units (New Unit, Modernization, Up gradation, Expansion &amp; Diversification)</b>		
6.	Name of the Project	
7.	Location / Area of the project	
	Category of Industry	Micro (Define) Small (Define) Medium (Define) Large (Define) Mega (Define)
8.	Products / By Products	
9.	Process with complete flow chart	Attachment from Project Report
10.	Technology (Indigenous / Imported)	

11.	Capacity of the Plant / Unit	Proposed:		
12.	In case of expansion / modernization of existing facilities / unit (details of existing capacity and proposed capacity after expansion & along with capacity utilization)		Existing	Total After
		Capacity		
		Capacity Utilization		
Project Description in case of Cold Chain, Value Addition and Preservation Infrastructure				
	Name of the Project			
	Location / Area of the project			
	Category of Industry	Micro (Define) Small Medium Large Mega		
	Products / By Products			
	Cold Chain Process with complete flow chart	Attach from Project Report		
	Technology (Indigenous / Imported)			
	Capacity of the Plan / Unit	Proposed:		
	In case of expansion / modernization of existing facilities / unit (details of existing capacity and proposed capacity after expansion & along with capacity utilization)		Existing	Total After
		Capacity		
		Capacity Utilization		
Project Description in case of Setting up of Primary Processing Centers / Collection Centers in Rural Areas				
	Name of the Project			
	Location / Area of the project			
	Category of Industry	Micro (Define) Small Medium Large Mega		
	Products / By Products			
	Complete flow chart of the activities proposed to be undertaken			
	Technology (Indigenous / Imported)			
	Capacities of the various components of the PPC / CC			
	Commodities / Products to be handled at PPC / CC			
Project Description in case of Scheme of Mega Projects / Medical College in Private				

Sector				
	Name of the Project			
	Location / Area of the project			
	Category of Industry	Micro (Define) Small Medium Large Mega		
	Products / By Products			
	Process Flow with complete flow chart	To be attached from Project Report		
	Technology (Indigenous / Imported)			
	Capacity of the Plan / Unit			
Project Description in case of Establishment and Modernization of Meat Shops & Fish Shops				
	Name of the Meat Shop			
	Mode of the Project: Own / PPP / HUF ; Details of Partner, if applicable			
	Location and Address of the Meat Shop			
	Land			
I	Area (in sq. m.)			
II	Whether in possession of prospective beneficiary (Submit documentary evidence towards proof of ownership or proof of rent / lease)			
III	Details of License granted by Local body / Municipality / Competent Authority			
	Capacity of the Meat Shop.	Existing	Proposed	Total
	I. Meat Products (Raw Meat / Poultry Meat)			
	II. Chilling capacity (Kg. per day)			
	III. Freezing capacity (Kg. per day)			
	IV. Packing capacity (Kg. per day)			
Project Description in case of Sector Specific / General Industrial Park				
	Name of the Project			
	Location / Area of the project			
	Sector Specific / General Industrial Park			
	Technology (Indigenous / Imported)			
	Capacities of the various components of the Industrial Park			
C. Project Cost (indicating Proposed Cost, Appraised Cost Separately)				
13.	Capital Investment (Fixed Capital)	Proposed Cost		Appraised Cost

	i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works	i. ii. iii. iv.	i. ii. iii. iv.
14.	Plant & Machinery (Indigenous) (Capacity / Specification / Cost) List all the machines to be installed and grants in- aid applied for, adding rows as necessary	Capacity	Specification Cost (Rs.)
15.	Plant & Machinery (Imported) (Capacity / Specification / Cost) List all the machines to be installed and grants in- aid applied for, adding rows as necessary	Capacity	Specification Cost (Rs.)
16.	Pre-operative Expenses (in Rs.)		
17.	Working Capital (in Rs.)		
18.	Raw Material / Packaging (Source / Quantity / Cost) List all the raw materials and packaging items required for the project, adding rows as necessary	Source	Quantity Cost (Rs.)
19.	Labour (Quantity / Cost)	Quantity	Cost (Rs.)
20.	Effluent Disposal (Method / Machinery / Cost) List all the machines to be installed and grants in- aid applied for, adding rows as necessary	Method	Machinery Cost (Rs.)
D. Means of Finance (indicating Proposed & Appraised Means of Finance, Separately)			
21.	Means of Finance	Proposed	Appraised
	a) Equity (Promoter / Foreign / Other)	a) Rs.	a) Rs.
	b) Loan (Term / Working capital)	b) Rs.	b) Rs.
	1. Name of the Bank / Financial Institution	1	1
	2. Amount of term loan sanctioned	2.	2.
	3. Date of sanction	3.	3.
	4. Rate of interest	4.	4.
	5. Repayment schedule	5.	5.
	c) Assistance from other sources	c) Rs.	c) Rs.
	d) Grant-in-aid	d) Rs.	d) Rs.
	e) Others	e) Rs.	e) Rs.
		TOTAL	TOTAL
22.	Financial Benchmarks	Existing	Projected
	a) Cash Flow	a)	a)
	b) Break Even Point	b)	b)
	c) Internal Rate of Return	c)	c)
	d) Debt Equity Ratio	d)	d)
	e) Debt Service Coverage Ratio	e)	e)

	Attach the Details of Calculation of each of the above on a separate sheet, must be cross signed by the Chartered Accountant		
23.	In case of expansion / modernization all the above benchmarks to be given separately-existing as well as projected		
24.	In case of expansion / modernization proposals Audited Balance sheet of last three years to be enclosed	Year 1	Year 2
			Year 3
E. Marketing			
25.	Marketing a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm/backward linkages e) Forward market linkages List out each one of the parameters in details	a) b) c) d) e)	
Project Preparedness (Only for Meat Shops & Fish Shops)		Number	Date
	i FSSAI License / Registration		
	ii Registration of shop under Shop Establishment Act /any other Act		
F. Implementation Schedule			
26.	Item of work and Date of implementation (Bar charts / Milestone Charts may be enclosed)	Item of work	Date
		a. Acquiring land	
		b. Start of construction of building	
		c. Completion of building	
		d. Placing order for plant & machinery	
		e. Installation / erection	
		f. Trial production / running	
		g. Commercial production/ running	
Implementation Schedule in case of Sector Specific / General Industrial Park			
	Item of work and Date of implementation (Bar charts / Milestone Charts or PERT / CPM may be)	Item of work	Date
		a. Acquiring land	
		b. Start of construction	

	enclosed)	of building			
		c. Completion of building			
		d. Placing order for plant & machinery for common infrastructure			
		e. Installation / erection			
		f. Trial running			
		g. Commercial Operation of Park			
G. Personnel					
27.	Details of Technical & Managerial Personnel (Operation, Maintenance, Managerial, Finance, Marketing Etc.) Required & Available.				
H. Employment Generation- Direct/Indirect					
28.	a) Direct (Male & Female Separately)		Male	F e m a l e	Total
	b) Indirect (Male & Female Separately)				
29.	Bank Detail of the Unit*				
	Bank Name				
	Branch Name and Address				
	Type of Account				
	Account Number				
	IFSC code				
	MICR code				

Certified that the information given above is true to the best of my knowledge and enclosures submitted are duly verified in accordance with the guidelines of the scheme. The proposal may be considered for financial assistance.

Date:  
Place:

Signature:  
Name and Designation:  
Seal of the Organization:



## Appendix –XVI

Document Check List of Scheme for Processing Units (New Unit, Modernization, Up gradation, Expansion & Diversification)

Sl. No.	Document Name	Completed Yes/ No	Remarks
<b>A. List of Documents required before Sanctioning of the Project</b>			
1.	Application in the prescribed format (Form-XVI) with all the fields clearly filled		
2.	Detailed Project Report (DPR) (Format – 1.10), self-attested		
3.	Sanction Letter of Term Loan from Bank / Financial Institution		
4.	Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI		
5.	Certificate of Incorporation / Registration of the Organization, Memorandum and Articles of Association and Bye laws of the Society (if applicable) / Partnership Deed etc.		
6.	Bio-data / Background of the office bearers / promoters of the organization (Format-1.19)		
7.	Annual Reports and Audited Statement of Accounts of last three years (in case of expansion / up gradation / modernization / diversification proposals / cases)		
8.	Blue Print of the Building Plan		
9.	Notarized English / Hindi version of land document		
10.	Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil) (Format – 1.17)		
11.	Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Format – 1.18)		
12.	Quotations from the suppliers of Plant & Machinery and Equipment's with Summary Statement		
13.	Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non- technical civil works		
14.	Manufacturing permission such as S.S.I / IEM / LOI / SIA / NOC / Udyog Adhaar/ Registration etc. (as applicable)		
15.	NOC Certificate from Pollution Control Board		

16.	Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed and existing (if any), which should be properly indexed and annexed with a summary statement of plant and machinery, existing (if any) and proposed		
17.	An Affidavit (Format – 1.12) duly executed on Non-Judicial Stamp Paper of Rs. 100/- or more duly notarized by Notary Public		
<b>B. Release of 1st Installment</b>			
18.	Request Letter from the Applicant for the Release of 1st Installment of the Grant		
19.	Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.11)		
20.	Duly Notarized Affidavit - To be executed by the beneficiary company on Non- Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.12)		
21.	Bank Certificate certifying that they have released 50% of Term Loan and have no objection on release of 1st Installment of grant being provided by the State (Format-1.15)		
22.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 50 % utilization of Promoters Contribution & Term Loan (Format – 1.13)		
23.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
24.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		

25.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
26.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
27.	Compliance of conditions imposed in the approval letter of the grant-in-aid, if any		
28.	Bank Subsidy Reserve Fund Account Details of the Bank Account for the organization on the letterhead of the Bank		
29.	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
<b>C. Release of 2nd Installment:</b>			
30.	Request Letter from the Applicant for the Release of 2nd Installment of Grant		
31.	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Format - 1.14)		
32.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 100% utilization of Promoters Contribution, 100% of Term Loan and 1st installment of released grant (Format- 1.13)		
33.	Bank Certificate - certifying that they have released 100% of Term Loan and 1 <sup>st</sup> installment of grant released by the State. They have no objection in releasing 2nd installment of grant being released by the State (Format - 1.16)		
34.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
35.	Itemized Summary Statement of expenses incurred		

	on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
36.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
37.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
38.	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project, start of commercial production and issue of Consent to- Operate from the Pollution Control Board		
39.	Consent-to-Operate from the Pollution Control Board		
40.	Before release of 2nd & final installment of grant-in-aid, eligible grant-in-aid for the project will be re-calculated based on the proposed / appraised / actual cost, whichever is less, for the already approved items and released accordingly		

### Appendix - XVII

Document Check List for Scheme of Cold Chain, Value Addition and Preservation Infrastructure

Sl. No.	Document Name	Completed Yes/ No	Remarks
<b>A. List of Documents required before Sanctioning of the Project</b>			
1.	Application in the prescribed format (Form - XVI) with all the fields clearly filled		
2.	Detailed Project Report (DPR) (Format-1.10), self-attested		
3.	Sanction Letter of Term Loan from Bank / Financial Institution		
4.	Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI		
5.	Certificate of Incorporation / Registration of the Organization, Memorandum and Articles of Association and Bye laws of the Society (if applicable) / Partnership Deed etc.		
6.	Bio-data / Background of the office bearers / promoters of the organization		
7.	Annual Reports and Audited Statement of Accounts of last three years (in case of expansion / upgradation / modernization / diversification proposals / cases)		
8.	Blue Print of the Building Plan		
9.	Notarized English / Hindi version of land document		
10.	Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil) (Format-1.17)		
11.	Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Format-1.18)		
12.	Quotations from the suppliers of Plant & Machinery and Equipment's with Summary Statement		
13.	Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non- technical civil works		
14.	Manufacturing permission such as S.S.I / IEM / LOI / SIA / NOC / Udyog Adhaar Registration etc. (as applicable)		
15.	NOC Certificate from Pollution Control Board		
16.	Civil Layout Plan superimposed with Machine		

	Layout clearly indicating all the Machines proposed and existing (if any), which should be properly indexed and annexed with a summary statement of plant and machinery, existing (if any) and proposed		
17.	In case of irradiation facility, the following documents are required to be furnished: <ul style="list-style-type: none"> <li>• Authenticated copy of the letter from BARC / BRIT that technology is approved for intended process / products</li> <li>• Technical agreement with BARC / BRIT for installation &amp; operationalization of plant</li> <li>• Details of technical personnel / expertise by implementing agency showing the competence to run the operations</li> </ul>		
18.	An Affidavit (Format-1.12) duly executed on Non-Judicial Stamp Paper of Rs. 100/- or more duly notarized by Notary Public		
19.	Net Worth Certificate of the Applicant (s) certified by a C. A. certifying that "the net worth of the applicant(s) is be more than 1.5 times of the grant applied for"		
20.	Projected Interest During Construction Certificate on the letterhead of the bank based on the projection construction completion date (IDC would be provided to the actual period taken for completion of the project or 18 months from the date of approval of the project, whichever is less)		
<b>B. Release of 1st Installment:</b>			
21.	Request Letter from the Applicant for the Release of 1st Installment of the Grant		
22.	Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Format-1.11)		
23.	Duly Notarized Affidavit - To be executed by the beneficiary company on Non- Judicial Stamp Paper of not less than Rs. 100/- (Format-1.12)		
24.	Bank Certificate certifying that they have released 50% of Term Loan and have no objection on release of 1st Installment of grant being provided by the State (Format-1.15)		
25.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 50 % utilization of Promoters Contribution & Term Loan (Format-1.13)		

26.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
27.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
28.	Bank Subsidy Reserve Fund Account Details of the Bank Account on the letterhead of the Bank		
29.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
30.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
31.	Compliance of conditions imposed in the approval letter of the grant-in-aid, if any		
32.	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
<b>C. Release of 2nd Installment:</b>			
33.	Request Letter from the Applicant for the Release of 2nd Installment of Grant		
34.	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Format-1.14)		
35.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 100% utilization of Promoters Contribution, 100% of Term Loan and 1st installment of released grant (Format-1.13)		

36.	Bank Certificate - certifying that they have released 100% of Term Loan and 1 <sup>st</sup> installment of grant released by the State. They have no objection in releasing 2nd installment of grant being released by the State (Format-1.16)		
37.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
38.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
39.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
40.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
41.	Compliance of conditions imposed at the time of release of 1 <sup>st</sup> Installment of grant, if any.		
42.	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
<b>D. Release of 3rd Installment:</b>			
43.	Request Letter from the applicant for the release of 3rd Installment of the Approved Grant-in-Aid		
44.	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Format-1.14)		
45.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 100% utilization of Promoters contribution, 100% of Term loan and		



	1st and 2nd installment of released grant (Format-1.13)		
46.	Bank Certificate certifying that they have released 100% of Term Loan and 2 <sup>nd</sup> Installment of grant released by the States. They have no objection in releasing 3rd Installment of grant being released by States (Format-1.16)		
47.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
48.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of machine name, supplier, date of order, date of payment, date of arrival at factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
49.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
50.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
51.	Compliance of conditions imposed at the time of release of 2 <sup>nd</sup> Installment of grant, if any		
52.	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project, start of commercial production and issue of Consent-to-Operate from the Pollution Control Board		
53.	Consent-to-Operate from the Pollution Control Board		
54.	Before release of 3rd & final installment of grant-in-aid, eligible grant-in-aid for the project will be re-calculated based on the proposed / appraised / actual cost, whichever is less, for the already approved items and released accordingly		

### Appendix – XVIII

Document Check List for Scheme for Setting up of Primary Processing Centers & Collection Centers in Rural Areas

Sl. No.	Document Name	Completed Yes/ No	Remarks
<b>A. List of Documents required before Sanctioning of the Project</b>			
1.	Application in the prescribed format (Form - XVI) with all the fields clearly filled		
2.	Detailed Project Report (DPR) (Format – 1.10), self-attested		
3.	Sanction Letter of Term Loan from Bank / Financial Institution		
4.	Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI		
5.	Certificate of Incorporation / Registration of the Organization, Memorandum and Articles of Association and Bye laws of the Society (if applicable) / Partnership Deed etc.		
6.	Bio-data / Background of the office bearers / promoters of the organization		
7.	Annual Reports and Audited Statement of Accounts of last three years (in case of expansion / up gradation / modernization / diversification proposals / cases)		
8.	Blue Print of the Building Plan		
9.	Notarized English / Hindi version of land document		
10.	Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil) (Format – 1.17)		
11.	Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Format – 1.18)		
12.	Quotations from the suppliers of Plant & Machinery and Equipment's with Summary Statement		
13.	Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non- technical civil works		
14.	Manufacturing permission such as S.S.I / IEM / LOI / SIA / NOC / Udyog Adhaar Registration etc. (as applicable)		
15.	NOC Certificate from Pollution Control Board		

16.	Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed and existing (if any), which should be properly indexed and annexed with a summary statement of plant and machinery, existing (if any) and proposed		
17.	An Affidavit (Format – 1.12) duly executed on Non-Judicial Stamp Paper of Rs. 100/- or more duly notarized by Notary Public		
<b>B. Release of 1st Installment:</b>			
18.	Request Letter from the Applicant for the Release of 1st Installment of the Grant		
19.	Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.11)		
20.	Duly Notarized Affidavit - To be executed by the beneficiary company on Non- Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.12)		
21.	Bank Certificate certifying that they have released 50% of Term Loan and have no objection on release of 1st Installment of grant being provided by the State (Format – 1.15)		
22.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 50 % utilization of Promoters Contribution & Term Loan (Format – 1.13)		
23.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
24.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other		

	Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
25.	Bank Subsidy Reserve Fund Account Details of the Bank Account on the letterhead of the Bank		
26.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
27.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
28.	Compliance of conditions imposed in the approval letter of the grant-in-aid, if any		
29.	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
<b>C. Release of 2nd Installment:</b>			
30.	Request letter on the letterhead of the organization for the release of 1 <sup>st</sup> Installment of Grant-in-Aid		
31.	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Format – 1.14)		
32.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 100% utilization of Promoters Contribution, 100% of Term Loan and 1st installment of released grant (Format – 1.13)		
33.	Bank Certificate - certifying that they have released 100% of Term Loan and 1 <sup>st</sup> installment of grant released by the State. They have no objection in releasing 2nd installment of grant being released by the State (Format – 1.16)		
34.	Itemized Summary Statement of expenses incurred on Plant and Machinery components		

	with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
35.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
36.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
37.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
38.	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project, start of commercial production and issue of Consent to- Operate from the Pollution Control Board		
39.	Consent-to-Operate from the Pollution Control Board		
40.	Before release of 2nd & final installment of grant-in-aid, eligible grant-in-aid for the project will be re-calculated based on the proposed / appraised / actual cost, whichever is less, for the already approved items and released accordingly		

## Appendix – XIX

### Document Check List for Scheme of Mega Projects

Sl. No.	Document Name	Completed Yes/ No	Remarks
<b>A. List of Documents required before Sanctioning of the Project</b>			
1.	Application in the prescribed format (Form -XVI) with all the fields clearly filled		
2.	Detailed Project Report (DPR) (Format – 1.10), self-attested		
3.	Sanction Letter of Term Loan from Bank / Financial Institution		
4.	Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI		
5.	Certificate of Incorporation / Registration of the Organization, Memorandum and Articles of Association and Bye laws of the Society (if applicable) / Partnership Deed etc.		
6.	Bio-data / Background of the office bearers / promoters of the organization (Format – 1.19)		
7.	Annual reports and Audited Statement of Accounts of last three years (if any)		
8.	Blue Print of the Building Plan		
9.	Notarized English / Hindi version of land document		
10.	Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil) (Format – 1.17)		
11.	Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Format – 1.18)		
12.	Quotations from the suppliers of Plant & Machinery and Equipment's with Summary Statement		
13.	Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non- technical civil works		
14.	Manufacturing permission such as S.S.I / IEM / LOI / SIA / NOC / Registration etc. (as applicable)		
15.	NOC Certificate from Pollution Control Board		
16.	Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed and existing (if any), which should be properly indexed and annexed with a summary statement of plant and machinery, existing (if any) and proposed		

17.	An Affidavit (Format – 1.12) duly executed on Non-Judicial Stamp Paper of Rs. 100/- or more duly notarized by Notary Public		
18.	Net Worth Certificate of the Applicant (s) certified by a C. A. certifying that “the net worth of the applicant(s) is be more than 1.5 times of the grant applied for”		
19.	Projected Interest During Construction Certificate on the letterhead of the bank based on the projection construction completion date (IDC would be provided to the actual period taken for completion of the project or 18 months from the date of approval of the project, whichever is less)		
<b>B. Release of 1st Installment:</b>			
20.	Request Letter from the applicant for the release of 1st Installment of the Approved Grant-in-Aid		
21.	Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.11)		
22.	Duly Notarized Affidavit - To be executed by the beneficiary company on Non- Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.12)		
23.	Bank Certificate certifying that they have released 25% of Term Loan and have no objection on release of 1st Installment of grant being provided by the State (Format – 1.15)		
24.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 25 % utilization of Promoters Contribution & Term Loan (Format 1.13)		
25.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
26.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
27.	Bank Subsidy Reserve Fund Account Details of the Bank Account on the letterhead of the Bank		

28.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
29.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
30.	Compliance of conditions imposed in the approval letter of the grant-in-aid, if any		
31.	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
<b>C. Release of 2nd Installment:</b> The second installment of 50% of the total grant may be released by the Director, Department of Industries based on submission of the documents specified below by the unit on utilization of the first installment of the grant released and also the utilization of 75% of the Term Loan and 75% of the Promoters' Contribution.			
32.	Request Letter from the applicant for the release of 2nd Installment of the Approved Grant-in-Aid		
33.	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Format - 1.14)		
34.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 75% utilization of Promoters contribution, 75% of Term loan and 1st Installment of released grant (Format - 1.13)		
35.	Bank Certificate - certifying that they have released 75% of term loan and 1 <sup>st</sup> Installment of grant released by the State. They have no objection in releasing 2nd Installment of grant being released by the States (Format - 1.16)		
36.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
37.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with		



	breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
38.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
39.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
40.	Compliance of conditions imposed at the time of release of 1 <sup>st</sup> Installment of grant, if any.		
41.	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
<b>D. Release of 3rd Installment:</b> The third and final installment of the grant would be released only after confirming the commencement of commercial production through physical verification by the Directorate of Industries and issue of Consent-to-Operate from the Pollution Control Board and submission of documents specified below by the firm, utilization of first and second installment of the grant, 100% of Term Loan as well as 100% of Promoters' contribution.			
42.	Request Letter from the applicant for the release of 3rd Installment of the Approved Grant-in-Aid		
43.	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Format - 1.14)		
44.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 100% utilization of Promoters contribution, 100% of Term loan and 1st and 2nd installment of released grant (Format - 1.13)		
45.	Bank Certificate certifying that they have released 100% of Term Loan and 2 <sup>nd</sup> Installment of grant released by the States. They have no objection in releasing 3rd Installment of grant being released by States (Format - 1.16)		
46.	Itemized Summary Statement of expenses incurred		

	on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
47.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of machine name, supplier, date of order, date of payment, date of arrival at factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
48.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
49.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
50.	Compliance of conditions imposed at the time of release of 2 <sup>nd</sup> Installment of grant, if any		
51.	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project, start of commercial production and issue of Consent-to-Operate from the Pollution Control Board		
52.	Consent-to-Operate from the Pollution Control Board		
53.	Before release of 3 <sup>rd</sup> & final installment of grant-in-aid, eligible grant-in-aid for the project will be re-calculated based on the proposed / appraised / actual cost, whichever is less, for the already approved items and released accordingly		

## Appendix – XX

### Document Check List for Scheme of Establishment and Modernization of Meat Shops & Fish Shops

Sl. No.	Document Name	Completed Yes/ No	Remarks
<b>A. List of Documents required before Sanctioning of the Project</b>			
1.	Application in the prescribed format (Form - XVI)		
2.	Copy of the valid license of local body / municipality / competent authority for running the meat shop at the premises for which grant in- aid is applied		
3.	Proof of ownership of the shop / premises such as copy of sale deed, long term lease deed / rent agreement / allotment letter from Wakf Board etc.		
4.	Proof of the electric supply to the shop from local authority		
5.	Proof of water supply to the shop from local authority or Self– Certification for adequate water supply availability in the premises		
6.	Any other relevant document required by Local Body / Municipality as per applicable rules and regulations		
7.	List of plant & machinery and civil work proposed for modernization of meat shop duly certified by Chartered Engineer. (Format – 1.17 and Format – 1.18)		
8.	Detailed Project Report (Format – 1.10), self-attested		
9.	Quotations of Machines to be installed		
<b>B. The grant-in-aid will be reimbursed in one installment after submission of following documents</b>			
10.	Duly Notarized Surety Bond – To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.11)		
11.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the Means of Finances and Corresponding Expenditure incurred on the project in details (Format – 1.13)		
12.	Item-wise and cost wise details of Civil Work and Plant and Machinery commissioned duly certified by the Chartered Engineer (Format – 1.17 and Format – 1.18)		
13.	A copy of FBO license / Registration under FSSA		

## Appendix – XXI

Document Check List for Scheme for Feed Processing Units (New Unit, Modernization, Expansion & Diversification)

Sl. No.	Document Name	Completed Yes/ No	Remarks
<b>A. List of Documents required before Sanctioning of the Project</b>			
1.	Application in the prescribed format (Form - XVI) with all the fields clearly filled		
2.	Detailed Project Report (DPR) (Format – 1.10), self-attested		
3.	Sanction Letter of Term Loan from Bank / Financial Institution		
4.	Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI		
5.	Certificate of Incorporation / Registration of the Organization, Memorandum and Articles of Association and Bye laws of the Society (if applicable) / Partnership Deed etc.		
6.	Bio-data / Background of the office bearers / promoters of the organization (Format – 1.19)		
7.	Annual Reports and Audited Statement of Accounts of last three years (in case of expansion / up gradation / modernization / diversification proposals / cases)		
8.	Blue Print of the Building Plan		
9.	Notarized English / Hindi version of land document		
10.	Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil) (Format – 1.17)		
11.	Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Format – 1.18)		
12.	Quotations from the suppliers of Plant & Machinery and Equipment's with Summary Statement		
13.	Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non- technical civil works		
14.	Manufacturing permission such as S.S.I / IEM / LOI / SIA / NOC / Registration etc. (as applicable)		
15.	NOC Certificate from Pollution Control Board		
16.	Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed and existing (if any), which should be properly indexed and annexed with a summary statement of plant and		

	machinery, existing (if any) and proposed		
17.	An Affidavit (Format – 1.12) duly executed on Non-Judicial Stamp Paper of Rs. 100/- or more duly notarized by Notary Public		
18.	Implementation schedule indicating (a) date of acquiring land (b) date of start of construction of building (c) date of completion of building (d) date for placing order for plant & machinery (e) date of installation / erection (f) date of trial production / running and (g) date of commercial production / running.		
<b>B. Release of 1st Installment:</b>			
19.	Request Letter from the Applicant for the Release of 1st Installment of the Grant		
20.	Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.11)		
21.	Duly Notarized Affidavit - To be executed by the beneficiary company on Non- Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.12)		
22.	Bank Certificate certifying that they have released 50% of Term Loan and have no objection on release of 1st Installment of grant being provided by the State (Format – 1.15)		
23.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 50 % utilization of Promoters Contribution & Term Loan (Format – 1.13)		
24.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
25.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
26.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress,		

	cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
27.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
28.	Compliance of conditions imposed in the approval letter of the grant-in-aid, if any		
29.	Bank Subsidy Reserve Fund Account Details of the Bank Account for the organization on the letterhead of the Bank		
30.	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
<b>C. Release of 2nd Installment:</b>			
31.	Request Letter from the Applicant for the Release of 2nd Installment of Grant		
32.	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Format – 1.14)		
33.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 100% utilization of Promoters Contribution, 100% of Term Loan and 1st installment of released grant (Format – 1.13)		
34.	Bank Certificate - certifying that they have released 100% of Term Loan and 1 <sup>st</sup> installment of grant released by the State. They have no objection in releasing 2nd installment of grant being released by the State (Format – 1.16)		
35.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and		

	Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
36.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
37.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
38.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
39.	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project, start of commercial production and issue of Consent to-Operate from the Pollution Control Board		
40.	Consent-to-Operate from the Pollution Control Board		
41.	Before release of 2nd & final installment of grant-in-aid, eligible grant-in-aid for the project will be re-calculated based on the proposed / appraised / actual cost, whichever is less, for the already approved items and released accordingly		

## Appendix – XXII

### Document Check List for Sector Specific / General Industrial Park

Sl. No.	Document Name	Completed Yes/ No	Remarks
<b>A. List of Documents required before Sanctioning of the Project</b>			
1.	Application in the prescribed format (Form- XVI) with all the fields clearly filled		
2.	Detailed Project Report (DPR) (Format – 1.10), self-attested		
3.	Certificate of Incorporation of SPV, Memorandum and Articles of Association		
4.	Bio-data / Background of the office bearers / promoters of the organization and Annual Reports of the Promoter Company / Companies (Format – 1.19)		
5.	Blue Print of the Master Plan		
6.	Item wise and cost wise details of Technical civil Works envisaged duly certified by Chartered Engineer (Civil) (Format – 1.18)		
7.	An Affidavit (Format – 1.12) duly executed on Non-Judicial Stamp Paper of Rs. 100/- or more duly notarized by Notary Public		
8.	Implementation Schedule		
<b>B. Release of 1st Installment:</b>			
9.	Request Letter from the applicant for the release of 1st Installment of the Approved Grant-in-Aid		
10.	Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.11)		
11.	Duly Notarized Affidavit - To be executed by the beneficiary company on Non- Judicial Stamp Paper of not less than Rs. 100/- (Format – 1.12)		
12.	Bank Certificate certifying that they have released 40% of term loan and have no objection on release of 1st installment of grant being provided by the State (Format – 1.15)		
13.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 40% utilization of Promoters Contribution & 40% of Term loan (Format – 1.13).		
14.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration		



	that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
15.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
16.	Bank Subsidy Reserve Fund Account Details of the Bank Account on the letterhead of the Bank		
17.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
18.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
19.	Site inspection to ascertain the physical progress of the project		
20.	Environmental Clearance from MoEF as per existing guidelines		
<b>C. Release of 2nd Installment:</b>			
21.	Request Letter from the applicant for the release of 2nd Installment of the Approved Grant-in-Aid		
22.	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Format – 1.14)		
23.	Bank Certificate - certifying that they have released 80% of term loan and 1st Installment of grant released by the State. They have no objection in releasing 2nd Installment of grant being released by the State (Format – 1.16)		
24.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		

25.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
26.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
27.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
28.	Compliance of conditions imposed at the time of release of 1 <sup>st</sup> Installment of grant, if any.		
29.	Site inspection to ascertain the physical progress of the project		
<b>D. Release of 3rd Installment:</b>			
30.	Request Letter from the applicant for the release of 3rd Installment of the Approved Grant-in-Aid		
31.	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Format – 1.14)		
32.	Bank Certificate - certifying that they have released 100% of term loan and 2nd installment of grant released by the State. They have no objection in releasing 3rd installment of grant being released by the State (Format – 1.17)		
33.	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 100% utilization of Promoters contribution, 100% of Term loan and 1st and 2nd Installment of released grant (Format – 1.13)		
34.	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		

35.	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of machine name, supplier, date of order, date of payment, date of arrival at factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers(for the components not submitted earlier)		
36.	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
37.	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
38.	Compliance of conditions imposed at the time of release of 2 <sup>nd</sup> Installment of grant, if any		
39.	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project and issue of Consent-to-Operate from the Pollution Control Board		
40.	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project, start of commercial production and issue of Consent-to-Operate from the Pollution Control Board		
41.	Environmental Clearance from MoEF as per existing guidelines		
42.	Third Part Quality Assurance (TQPA) Certificate for the project		
43.	Before release of 3rd & final installment of grant-in-aid, eligible grant-in aid for the project will be recalculated based on the proposed / appraised / actual cost, whichever is less, for the already approved items and released accordingly		

## Appendix – XXIII

### Document Check List for Establishing Medical College in Private Sector

Sl. No.	Document Name	Completed Yes/ No	Remarks
<b>A. List of Documents required before Sanctioning of the Project</b>			
1.	Application in the prescribed format (Form- XVI) with all the fields clearly filled		
2.	Detailed Project Report (DPR) (Format – 1.10), self-attested		
3.	Certificate of Incorporation of SPV, Memorandum and Articles of Association		
4.	Bio-data / Background of the office bearers / promoters of the organization and Annual Reports of the Promoter Company / Companies (Format – 1.19)		
5.	Blue Print of the Master Plan		
6.	Item wise and cost wise details of Technical civil Works envisaged duly certified by Chartered Engineer (Civil) (Format – 1.18)		
7.	An Affidavit (Format – 1.12) duly executed on Non-Judicial Stamp Paper of Rs. 100/- or more duly notarized by Notary Public		
8.	Implementation Schedule		
<b>B. 1st instalment:</b>			
1.	Essentiality Certificate from Government of Jharkhand		
<b>C. 2nd instalment:</b>			
2.	Letter of Intent from Government of India		
3.	CA certify Utilization Certificate of previous grant		
<b>D. 3rd instalment:</b>			
4.	Recognition of 100 seats by Medical Council of India (MCI)		
5.	CA certify Utilization Certificate of previous grant		
<b>E. 4th instalment:</b>			
6.	Recognition of 100 seats by Medical Council of India (MCI)		
7.	CA certify Utilization Certificate of previous grant		

**Form – XVII: -**  
**Application for Claim of Electricity Duty Exemption**

Sl. No	Particulars	Details
1.	Nature of Export Product/ Product/ Service	
2.	Consumer No.	
3.	Sanctioned Connected Load	
4.	Sanctioned Connected Demand	
5.	Details of Applicable Tariff	Agriculture Tariff Industrial Tariff Commercial Tariff
6.	Amount of Duty Actual Duty Paid	
7.	Mention the Clause the Policy in which Exemption from Electricity Duty is being Claimed	
8.	Whether Your Unit is 100% EoU? (please attach proof for 100% EoU)	Yes/No
9.	Whether your Unit is located in SEZ?	Yes/No

Declaration

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ do hereby certify that the above particulars is true to best of my knowledge and belief.

Place:

Date:

Signature

Name:

Firm / Company Seal:

**Appendix – XXIV**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	please attach proof for 100% EoU		
2	Certificate of Date of Commercial Production/Operation of Tourism Unit		

**Form – XVIII: -**  
**Application for reimbursement of Road/Rail Freight to Kolkata Port**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Period of Claim	
2.	Name of the Finished Exported Product	
3.	Quantity of Exported Out	
4.	FOB value of Export	
5.	Distance of total road movement from place of production to Kolkata Port in km	
6.	Distance of total rail movement from place of production of Kolkata Port in km	
7.	Whether subsidy for the claim period has been claimed earlier?	
8	Freight Incurred for Export of Products	
	Road Freight	
	Rail Freight	
	Total Freight Incurred	
	CA Certification on amount of total freight paid in respect of each bill of lading / Oversees Purchase Order	
	Total Transport Subsidy Claimed	
	Whether your firm falling under the category of the Micro/Small/Medium Industries (If yes, Please enclose proof for the same)	

**Declaration**

a) I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_do hereby certify that the above particulars is based on the books of accounts of the company/firm and is true to best of my knowledge and belief. In case of the above proofs to be wrong, the entire amount of subsidy/concession paid will be refunded in single installment.

b) Certified that the claim made under above does not contain any amount for internal movement and cost of loading/unloading and handling of export goods.

c) Certified that subsidy claimed now, relates to period in respect of which subsidy has not been claimed and or reimbursed by Govt. of Jharkhand or India in any manner.

d) I/we undertake to submit the Director of concern Department the annual audited statement of accounts and balance sheet of my/our firm within 9 months from the close of the year for the period of disbursement is received by me/us.

Place:  
Date:

Signature  
Name:  
Firm / Company Stamp:

**Appendix - XXV**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	CA Certification on total freight paid		
2	Statement of documents in claim of transport subsidy		

**Form - XIX: -****Application From for Export Development Assistance (For Participation)**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Year of Establishment	
2.	Field of Activity	
3.	Whether falling under the category of the Micro/Small/Medium Industries(If yes, Please enclose proof for the same)	
4.	Turnover during the preceding financial year(Enclose Balance Sheet and Profit& Loss Account)	
5.	Particulars of International Fair/Exhibition in which participation is proposed	
6.	Organizer of the Proposed Fair/Exhibition	
7.	Name and Designation of the person Participating in Fair/Exhibition (Please furnish for each person as per the Format- 1.19)	
8.	For International Travel	
9.	Place and Country to be visited	
10.	Particulars of Visit	
11.	Date of proposed departure from India	
12.	Date of proposed arrival in India	
13.	For National Travel	
14.	Place of Visit	
15.	Date of Departure for Fair/Exhibition	
16.	Date of Arrival from Fair/Exhibition	
17.	Details of Export Development Assistance Required	
18.	Amount of Stall Charges	
19.	Air Fare Charges	
20.	Details of earlier participations under this policy during the current financial year	
21.	Details of total participations so far under this policy	

**Declaration**

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_do hereby certify that the above particulars is true to best of my knowledge and belief.

Place:

Date:

Signature

Name:

Firm / Company Stamp:

**Appendix – XXVI**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Personal details of Proprietor/Partners and Directors in (Format-1.19)		
2	Audited Balance Sheets with Trade and Profit & Loss Account, for the last three years		
3	Proof for Micro/Small/Medium industries		

**Form – XX: -**  
**Application Form for Claim of Export Development Assistance**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1.	EDA Approval Letter No. and Date	
2.	Particulars of International Fair/Exhibition in which participated	
3.	Proof of Participation in Fair/Exhibition	
4.	Name and Designation of the person Participated in Fair/Exhibition	
5.	For International Travel	
6.	Date of actual departure from India (Please attach self-certified photocopy of passport duly highlighting date of departure)	
7.	Date of actual arrival in India (Please attach self-certified photocopy of passport duly highlighting date of arrival)	
8.	For National Travel	
9.	Date of actual Departure for Fair/Exhibition	
10.	Details of Export Development Assistance Claimed	
11.	Amount of Stall Charges (Please attach original bill for Stall Charges)	
12.	Air Fare Charges (Please attach original air ticket with boarding pass)	
13.	Total amount claimed for reimbursement under EDA	

**Declaration**

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ do hereby certify that the above particulars is based on the books of accounts of the company/firm and is true to best of my knowledge and belief. In case of the above proofs to be wrong, the entire amount of subsidy/concession paid will be refunded in single installment.

Place:  
Date:

Signature  
Name:  
Firm / Company Stamp :



**Appendix – XXVII**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Proof of Participation in Fair/Exhibition		
2	Self-certified photocopy of passport duly highlighting date of departure (in case of international travel)		
3	Self-certified photocopy of passport duly highlighting date of arrival (in case of international travel)		
4	Original bill for Stall Charges		
5	Original air ticket with boarding pass		

**Form – XXI: -****Application for reimbursement of Electricity Tariff**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
I	Name of Institution developing Industrial Premises	
Ii	Total Contract Demand installed (in kW / kVA)	
Iii	Category of Tariff Applicable as per the policy.....	Industrial Tariff Domestic Tariff Agriculture Tariff
Iv	Power Consumption per month. (Attach a copy of Claimed Period)	
V	Total amount of Electricity bills paid	
VI	Current rate applicable	
VII	Electricity Duty paid Claimed Period	
VIII	Any electricity dues outstanding in licensee's area of operation in consumer's name	Yes/ No
IX	Any electricity dues outstanding with the Distribution Licensee against any firm with which the consumer is associated as an Owner, Partner, Director or Managing Director	Yes/ No

(For questions IV and V if the answer is 'Yes' in any case please provide details on a separate sheet)

**Declaration**

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ do hereby certify that the above particulars is based on the books of accounts of the company/firm and is true to best of my knowledge and belief. In case of the above proofs to be wrong, the entire amount of subsidy/concession paid will be refunded in single installment.

Place:

Date:

Signature

Name:

Firm / Company Stamp :

### Appendix – XXVIII

S. No	Name of Document	Attached Y/N	Attachment No.
1	Copy of Electricity bills for relevant period		
2.	CA certificate for segregation of Electricity Duty and Power Tariff Bill		
	Copy of sensation letter and actual date of Electricity connection started by Discom		

#### Form – XXII:- Reimbursement of Electricity Bill

Sl. No	Particulars	Details
I	Name of Institution developing Industrial Premises	
Ii	Total Contract Demand installed (in kW / kVA)	
Iii	Category of Tariff Applicable as per the policy	Industrial Tariff Domestic Tariff Agriculture Tariff
Iv	Power Consumption per month. (Attach a copy of last three months bills)	
V	Current rate of Power Tariff applicable	
Vi	Electricity Duty month wise	
	Any electricity dues outstanding in licensee's area of operation in consumer's name	Yes/ No
Vii	Any electricity dues outstanding with the Distribution Licensee against any firm with which the consumer is associated as an Owner, Partner, Director or Managing Director	Yes/ No

(For questions v and vi if the answer is 'Yes' in any case please provide details on a separate sheet)

#### Declaration

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ do hereby certify that the above particulars is based on the books of accounts of the company/firm and is true to best of my knowledge and belief. In case of the above proofs to be wrong, the entire amount of subsidy/concession paid will be refunded in single installment.

Place:

Date:

Signature

Name:

Firm / Company Stamp :

**Appendix – XXIX**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Copy of Electricity bills for relevant period		
2.	Proof of payment of Electricity Bill / Electricity Duty (Attached CA certificate for proof of payment and segregation of Electricity Duty and Power Tariff Bill)		
3.	Copy of sensation letter and actual date of Electricity connection started by DisCom		

**Form – XXIII: -**  
**Application form for Film Shooting permission/ Subsidy/ Grants**

Sl. No	Particulars	Details
1	Film Titled	
2.	% of the film will be shot in Jharkhand State	
3	Estimated cost is Rs:	
4	Name of the Producer/Producers:	
5	PAN No. of the Producer/Producers	
6	Address of the Applicant:	Name: Address: Phone: Fax: Email:
7	Name of the Film/Title (Certificate issued by Recognized Title registration body ) (Attach PDF of Certificate)	
8	Name of the Banner/Firm/Company (Attach PDF).	
9	PAN No. of the Banner/Firm/Company (Attach PDF).	
10	Membership of any Association of Producers (Attach PDF)	
11	Language of the film	
12	Type of the film	Patriotic / Social / Political / Horror / Motivational / Children /Devotional /Comedy /Other: .....*
13	Story/Script writer's name & experience (attach detail in PDF)*	
14	Name of the main Actor/Actress & their experience (attach detail in PDF) *	

15	Is the applicant a National/International film award winning Producer/Director?	YES / NO (Please tick).If YES. Please attach self-attested details/proof. (attach PDF)
16	Format of the Film: (35mm/16mm/HD/Other. Please specify	
17	Length of the Film (in minutes)	
18	Target Audience (Please specify in terms of demographics and geography)	
19	Marketing And Distribution Thoughts :	(a)Positioning..... ..... ..... (b)Key Domestic Markets ..... (c)Key International Markets..... ..... (d) Pre Sales/Sales (if any, please specify)..... ..... ..... (e)One Big Marketing/Promotional Idea ..... (f)Marketing/PR Alliances (if any) ..... (g)Publicity Designer (Print/AV) .....
20	(a) Total number of Characters (In Words) *  (b) No of Actors belonging to Jharkhand who will play important roles in the film	a. b.
21	Details of the Production:	(a)Estimated Days of the total shooting ..... (b)Total shooting Days in Jharkhand: ..... (c) Estimated duration of the complete edited film ..... (d)Complete shooting schedule (in Jharkhand): ..... Indoor..... Outdoor.....

		Total..... .....( In words )  (e) Shooting locations details. 1..... 2..... 3..... 4..... 5..... 6..... 7..... 8..... 9 ..... 10.....
22	Date of first shooting (Muhurat):	
23	No. of unit members	
24	Details of technicians (Attach PDF):	
25	Story Registration details	
26	Estimated date of release	
27	Details of promotion programs during production (Attach Proofs):	
<b>28</b>	<b>Bank Detail of Producer / Director / Firm</b>	
	Bank Name	
	Branch Name and Address	
	Type of Account	
	Account Number	
	IFSC code	
	MICR code	

## Declaration

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ do hereby certify that the above particulars is based on the books of accounts of the company/firm and is true to best of my knowledge and belief. In case of the above proofs to be wrong, the entire amount of subsidy/concession paid will be refunded in single installment.

Place:

Date:

Signature

Name:

Firm / Company Stamp:

**Appendix – XXX**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	PDF copies of Script (English or Hindi and One (1) copy of the script in the original language in which the film is to be produced).		
2	PDF copies of Synopsis and Treatment in English or Hindi and One (1) copy of the same in the original language in which the film is to be produced		
3	One (1) PDF copy of the Directors profile and the Producer's profile along with mentions of web links, if any.		
4	Financial capability of the Producer/s with supporting documents.		
5	Previous Film Experience of the Director must be showcased through a Show reel in MPEG format.		
6	The total budget cost should be certified by a Chartered Accountant.		
7	Income Tax return certified of the producer/firm/institutions/public/partners of previous three years should be attached with the application.		
8	A non-refundable draft amounting to Rs.5,000/-(five thousand only) for Local Producers submitting film proposals in local tribal and regional languages, Rs.50,000/-(fifty thousand only) for local film makers submitting proposals in languages other than local tribal or regional languages and Rs.1,00,000/-(one lakh only) for film makers hailing from outside the state in favor of 'Jharkhand Film Development Corporation Limited' payable at Ranchi, Jharkhand will have to be submitted as processing fee.		
9	Clear details about the objectives, message, social relevance and the culture & tourism etc. of Jharkhand should be mentioned in the plot of the script.		
10	Certificate issued by Recognized Title registration body		
11	Banner/Firm/Company incorporation certificate		
12	PAN Card of the Banner/Firm/Company		
13	Membership of any Association of Producers		
14	BIO-Data Story/Script writer's name & experience		
15	BIO-Data Actor/Actress & their experience		
16	National/International film award winning Producer/Director proof		

**Form – XXIV: -  
Reimbursement of Recruitment Assistance**

**Employees hired from Jharkhand as per policy**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
i.	Total Strength of employees in the unit	
ii.	No. of Employees* whose benefit claimed under Recruitment reimbursement scheme	
iii.	Year of Recruitment	
iv.	Year for which recruitment reimbursement claimed	
v.	Amount of rebate claimed	INR

\*Attach list of Employees for whom assistance claimed

<b>S. no.</b>	<b>Name of the employee</b>	<b>Category SC/ST General/ Divyang</b>	<b>Male/ Female</b>	<b>Education Qualification for rebate</b>	<b>Name and address of the institution in Jharkhand</b>	<b>Date of recruitment (DD/MM/YY)</b>	<b>Total duration of employment</b>	<b>PAN number</b>

Declaration

I..... son of Sri..... resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date:

Seal of the Company

**Appendix – XXXI**

S. No	Name of Document	Attached Y/N	Attachment No.
1	List of Employees for whom rebate is claimed under Recruitment benefit (maximum 10 per year)- A full list with certification from the Statutory Auditor of the firm)		

**Form – XXV: -  
Demand for Employment Reimbursement on Land Purchased**

**Land Details and claim for Employment Reimbursement:**

Sl. No	Particulars	Details
I	Name of the village/ward of land owned	
Ii	Name of the Circle	
Iii	Patta number	
Iv	Type of Land purchased	
V	Circle Rate	INR
vi	Area of Land purchased	Acre
vii	Rate at which Land purchased per Acre	INR
viii	Purpose of sale /Transfer of land	
Ix	Total Strength of employees in the unit	
X	No. of Employees whose benefit claimed under Employment reimbursement claimed	
xi	Total man months of employment claimed	
xii	Year of Recruitment for the above	
xiii	Reimbursement claimed for the Year	
xiv	Amount of Reimbursement benefit on employment claimed	INR

S.no.	Name of the employee	Residential certificate or Degree/Diploma/Certificate	Date of recruitment (DD/MM/YY)	Man Months	PAN number

**Declaration**

I..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company.



**Appendix - XXXII**

S. No	Name of Document	Attached Y/N	Attachment No.
1	Proof of land purchased.		
2	Copy of certificate from tenant/pattedar agreeing to sale of land.		
3	Encumbrance free certificate from bank.		
4	List of employees for whom Employment Reimbursement is claimed with their year of recruitment duly certified by the company.		
5	Self-certified copy of PF submission for the employees against whom reimbursement is claimed		

**Form - XXVI: -****Application for Grant of Reimbursement of Employee Provident Fund paid****Provident Fund Payment Details**

Sl. No	Particulars	Details
I	Total number of employees	
II	Total number of employees claimed for EPF reimbursement	
III	Employees who have completed 2 years in service	
IV	No. of employees in the 3 <sup>rd</sup> year of service whose PF reimbursement is claimed	
V	Amount of PF paid by unit for above employees	INR
VI	50% of PF paid by unit	INR
VII	Amount of reimbursement claimed	INR
VIII	Amount of reimbursement recommended	INR

Sl. No.	Name of the Employee	Adhaar No. of Employee	Employee Provident Fund No.	Date of Joining	Employee Provident Fund Paid by Company	Employee Provident Fund Period		reimbursement claimed for EPF
						From	To	
1								
2								

**Declaration**

I..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

**Appendix - XXXIII**

S. No	Name of Document	Attached Y/N	Attachment No.
1	Provident Fund Payment Challan for Year .....		
2	Copy of PF submission duly self-certified by the Company Secretary.		
3	Audit Report of Company for Claimed Year		

**Form - XXVII: -****Application for Grant of Reimbursement of Employees' State Insurance (ESI) paid****Employees' State Insurance (ESI) Payment Details**

Sl. No.	Particulars	Details
I	Total number of employees	
II	Total number of employees claimed for ESI reimbursement	
III	Amount of ESI paid by unit for above employees	INR
IV	Amount of reimbursement claimed	INR
V	Amount of reimbursement recommended	INR

Sl. No.	Name of the Employee	Aadhar No. of Employee	Employees' State Insurance (ESI)	Date of Joining	Employees' State Insurance (ESI) Paid by Company	Employees' State Insurance (ESI) Period		reimbursement claimed for ESI
						From	To	
1								
2								

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

**Appendix - XXXIV**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Employees' State Insurance (ESI) Payment Challan for Year .....		
2	Copy of PF submission duly self-certified by CA.		
3	Audit Report of Company for Claimed Year		

**Form - XXVIII: -**  
**Application for Grant of Reimbursement of Employee Training**

**Employee Training Details**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
I	Total number of employees	
II	Total Cost of employee's Training	INR
IV	Amount of reimbursement claimed	INR

<b>Sl. No.</b>	<b>Name of the Employee</b>	<b>Adhaar No. of Employee</b>	<b>Persons belonging to Jharkhand (Yes/No)</b>	<b>Date of Joining</b>	<b>Skilled/Semi-skilled</b>	<b>training Period</b>	<b>Training Cost per person</b>	<b>Details of Training Institution (Name, Location)</b>
1								
2								

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

**Appendix - XXXV**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	CA Certificate for Training		
2	Audit Report of Company for Claimed Year		

**Form – XXIX: -****Application for Grant of Reimbursement of Employment Generation Subsidy****Employees Details**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
I	Total number of employees	
II	Year and month(s) of Claim	
III	Financial year of claim	
IV	No. of General candidates trained	
V	No. of Div yang candidates trained	
VI	Total value of General training	
VII	Total value of Div yang training	
VIII	Total value of Training conducted	
IX	Total number of employees of reimbursement claimed	
X	Total Cost of employee's Salary	INR
XI	Amount of reimbursement claimed	INR

Sl. No.	Name of the Employee	Adhaar No. of Employee	Date of Joining	Current Working (Yes/No)	Category (SC /ST / Women)	Working Period		No. of month	Salary of Employee per month	Claimed Amount
						From	To			
1										
2										

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company.

**Appendix - XXXVI**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	CA Certificate on List of Employees and Salary paid		
2	Audit Report of Company for Claimed Year		

**Form – XXX: -**  
**Application for Grant of Reimbursement of Income Tax Paid**

**Income Tax Payment Details**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
i.	Is the approval year within 5 years of Cabinet approval	
ii.	Year of claim	
iii.	Financial year of claim	
iv.	Assessment Year of claim	
v.	Amount of Income Tax paid	INR
vi.	Amount of reimbursement claimed	INR

**Declaration**

I..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company.

## Appendix – XXXVII

S. No	Name of Document	Attached Y/N	Attachment No.
1	Self-certified copy of IT-Return of the claim		

### Form – XXXI: - Reimbursement of cost of Technology Certification.

#### Certification of Technology Payment Details

Sl. No.	Particulars	Details
i	Year of Claim	
ii	Financial year of claim	
iii	Number of instances of Technology Certification	
iv	Total cost of Technology Certification as per Policy	INR
v	Cost of Approved Claims for Technology approved	INR
vi	Use of Technology acquired as above	

Please attach a copy of the letters exchanged for Certification of Technology.

#### Declaration

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date:

Seal of the Company.

### Appendix - XXXVIII

S. No	Name of Document	Attached Y/N	Attachment No.
1	Copy of the letters exchanged for Certification / Acquisition of Technology		

#### Form – XXXII: - Reimbursement for Solar PV System Capital Cost

#### Power Connection details

Sl. No	Particulars	Details
I	Industrial Category declared by GoJ. (attach Letter of certification)	Yes/ No
Ii	Total Contract Demand installed (in kW /kVA)	
Iii	Power consumption per month (attach a copy of last three months bills)	
Iv	Current rate applicable	INR ____ / KWh
V	Electricity Duty paid last month	INR
Vi	Any electricity bill dues outstanding in licensee's area of operation in consumer's name	Yes/ No
Vii	Any electricity dues outstanding with the Distribution Licensee against any firm with which the consumer is associated as an Owner, Partner, Director or Managing Director	Yes/ No
viii	Electricity bill paid in last three months (attach bill receipt copy)	1 <sup>st</sup> Month : INR _____ 2 <sup>nd</sup> Month: INR _____ 3 <sup>rd</sup> Month : INR _____

*(For questions v and vi if the answer is 'Yes' in any case please provide details on a separate sheet)*

**Solar Power PV system details**

(All fields are mandatory)

I	Solar PV system commissioned date	
Ii	Solar PV system capacity installed	_____KW
Iii	Total Roof top/Land area used in	_____ Sqft.
Iv	Solar PV system technology used*	
V	Solar cell description*	
Vi	Performance ratio (PR) of Solar PV system*	
Vii	Total Cost of the Solar plant*	INR _____/KW
Viii	<b>Total Cost of the Solar PV system*</b> (attach details in a separate sheet)	INR _____
Ix	Net Metering/other Meter details	
X	Loan availed for capital investment	Yes/ No
Xi	Loan availed from (name of the financial institution)	
Xii	Loan amount	INR _____
Xiii	Loan Interest rate in %	_____%
Xiv	Loan repayment amount paid till date (attach payment proof)	INR _____
Xv	Any other subsidy availed from Central/State Government/Organisation	Yes/ No
Xvi	If "Yes" above provide details of subsidies availed (attach letter of grant)	_____% by _____
Xvii	<b>Reimbursement amount claimed in %</b> <b>(maximum up to 15% of sl. no. viii)</b>	_____%
Xviii	<b>Total Reimbursement amount claimed</b>	INR _____

*\*Please provide an item-wise pricing details with certification from the statutory auditor/certified energy auditor of the firm.*

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company.



**Appendix - XXXIX**

<b>S. no.</b>	<b>Name of Document</b>	<b>Attache d (Y/N)</b>	<b>Attachment No.</b>
1	Cost breakup of solar PV system in a separate sheet and a bill payment copy certified by Certified energy engineer		
2	Loan account details and loan payment proof, if any		
3	Copy of letter of grant of any other State/Central Government subsidies, if any		

**Form - XXXIII: -****Reimbursement for Event Promotion's Cost****Promotions Cost details**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
I	Number of exhibition participated during year ( <b>mm/yy to mm/yy</b> )	<b>For year:</b> __/ __ to __/ __ National : ___, International : __-
Ii	Name of Exhibition participated and date of participation	1.Name: Date:  2.Name: Date:  3.Name: Date:
Iii	Venue of exhibition (specify City and State/Country, for above in sl. no.(ii))	1. 2. 3.
Iv	Exhibition stall rental charges	1. INR_____ 2. INR_____ 3. INR_____
V	Exhibitions participated in previous year(s)(Provide name and location)	
Vi	Last year reimbursements approved by GoJ under promotions support	INR

Vii	<b>Total rental cost paid^ by the unit for participation in a year</b>	<b>INR</b> _____
Ix	<b>Total expense reimbursement claimed for the year</b>	<b>INR</b> _____

<sup>^</sup> (Provide bill payment copy).

### Declaration

I..... son of Sri ..... resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date:

Seal of the Company

**Appendix - XL**

<b>S. no.</b>	<b>Name of Document</b>	<b>Attache d (Y/N)</b>	<b>Attachment No.</b>
1	bill payment respite		

**Form - XXXIV: -  
Application for Reimbursement of Property Tax**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1	Location of the Unit	Rural / Urban
2	Name of Location of Municipal Area	
3	Office Build- Up Space (SFT)	
4	Name of the Owner	
5	Total amount paid for Property Tax	
6	<b>Amount claimed</b>	Rs.

**Declaration**

I..... son of Sri..... resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

**Appendix – XLI**

<b>S. no.</b>	<b>Name of Document</b>	<b>Attache d (Y/N)</b>	<b>Attachment No.</b>
1	Copy of Registered of Property		
2	Copy of Property Tax Receipt		

**Form – XXXV: -  
Application for Exemption of Property Tax**

<b>Sl. no</b>	<b>Particulars</b>	<b>Details</b>
1.	Location of the Unit	Rural / Urban
2.	Name of Location of Municipal Area	
3.	Office Build- Up Space (SFT)	
4.	Name of the Owner	
5.	<b>Date of Commercial Operation</b>	Certificate No. Date

**Declaration**

I..... son of Sri..... resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

**Appendix – XLII**

<b>S. no.</b>	<b>Name of Document</b>	<b>Attache d (Y/N)</b>	<b>Attachment No.</b>
1	Copy of Registered of Property		
2	Copy of Property Tax Receipt		
3	Copy of Certificate of Commercial Operation		

**Form – XXXVI: -**  
**Application for reimbursement of Insurance Premium for Building**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Location of the Unit	
2	Name of Location of Municipal Area	
3	Office Build- Up Space (SFT)	
4	Name of the Owner	
5	Total amount paid for <b>Insurance Premium</b>	
6	<b>Amount claimed:</b>	

**Declaration**

I..... son of Sri..... resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

**Appendix – XLIII**

<b>S. no.</b>	<b>Name of Document</b>	<b>Attached (Y/N)</b>	<b>Attachment No.</b>
1	Copy of Registered Land Deed		
2	Enclose certificate of Chartered Accountant relating to <b>Insurance Premium</b> expenditure.		
3	Policy Document		
	Copy of Insurance Premium Receipt		

**Form – XXXVII: -**  
**Application for reimbursement of Facility Management Expenses**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Facility Management Component Name	
2	Cost incurred in Facility Management Component Wise First year	
3	Cost incurred in Facility Management Component Wise Second year	
4	Cost incurred in Facility Management Component Wise Second year	
5	Office Build- Up Space (SFT)	
6	Number of Staff	
7	Total amount paid for Facility Management	
8	Amount claimed (Rs)	

**Declaration**

I..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

**Appendix – XLIV**

<b>S. no.</b>	<b>Name of Document</b>	<b>Attache d (Y/N)</b>	<b>Attachment No.</b>
1	Enclose certificate of Chartered Accountant relating to Facility Management expenditure.		
2	Copy of Audit Report of Company		

**Form – XXXVIII: -  
Reimbursement for Lease Rent**

**Lease Rentals details**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
I	Name of the Owner of the premises (lessor)	
Ii	Starting date and duration of the agreement (dd/mm/yy, duration in months)	
Iii	Rent payment considerations (as per the rent agreement)	Lump sum/Monthly/Yearly/Others
Iv	Type of property (Plug-and-play/other)	
V	Area of property (super built area)	-----Square Feet
Vi	<b>Maximum eligible amount calculated for the unit (based on no. of seats and as per Error! Reference source not found.)</b>	
Vii	<b>Total Reimbursement amount claimed</b>	<b>INR -----</b>

**Declaration**

I..... son of Sri..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix - XLV**

<b>S. no.</b>	<b>Name of Document</b>	<b>Attache d (Y/N)</b>	<b>Attachment No.</b>
1	Copy of rent agreement copy		
2	Copy of rent payment receipt copy		

**Form - XXXIX: -  
Reimbursement of Bandwidth (Internet) Charges**

**Bandwidth/Lease Line charges details**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
I	Name of the Internet Service provider (specify all ISP's if multiple ISP's)	1. 2. 3. 4.
Ii	Package/Plan opted from ISP (provide details/quotation by ISP's separately)	1. 2. 3. 4.
Iii	Details of any other services opted from service provider	
Iv	Monthly charges of ISP	1. INR 2. INR 3. INR 4. INR
V	Total Bandwidth/Lease line charges paid till date starting from the start of Unit's operation <sup>^</sup>	INR
Vi	Details of Bandwidth/Lease line charges claimed earlier, if any	Ref. no.**: Date of claim: For month/yr:  Claimed : INR Approved: INR
Vii	Total Reimbursement amount claimed ( Subject to max eligible amount as per respective policy)	



### Declaration

I..... son of Sri ..... resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix - XLVI**

Sl. no.	Name of Document	Attached (Y/N)	Attachment No.
1	Certified bill copy issued by ISP along with bill amount payment proof for claimed month.		

**Form - XL: -  
Reimbursement of Telecom Facility Charges**

**Telecom charges details**

Sl. No	Particulars	Details
I	Name of the Telecom Service provider (specify all TSP's if multiple TSP's)	1. 2. 3. 4.
Ii	Package/Plan opted from Telecom Provider (provide details/quotation by TSP's separately)	1. 2. 3. 4.
Iii	Details of any other services opted from service provider	
Iv	Monthly charges of TSP	1. INR 2. INR 3. INR 4. INR
V	Total Telecom line charges paid till date starting from the start of Unit's operation	INR
Vi	Details of Telecom Provider line charges claimed earlier, if any	Ref. no.: Date of claim: For month/yr:  Claimed : INR Approved: INR

Vii	Total Reimbursement amount claimed ( Subject to max eligible amount as per respective policy)	
-----	---	--

Declaration

I..... son of Sri ..... resident of..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix - XLVII**

<b>Sl. no.</b>	<b>Name of Document</b>	<b>Attached (Y/N)</b>	<b>Attachment No.</b>
1	Certified bill copy issued by TSP along with bill amount payment proof for claimed month.		

**Form - XLI: -**  
**Application for Claim of Luxury Tax Exemption**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
3.	Nature of Export Product/ Product/ Service	
4.	TIN No.	
5.	Details of Applicable Tax	
6.	Amount of Tax Actual Tax Paid	
7.	Mention the Claus the Policy in which Exemption from Luxury Tax is being Claimed	

**Declaration**

I..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix -XLVIII**

Sl. no.	Name of Document	Attached (Y/N)	Attachment No.
1	TIN certificate		

**Form - XLII: -**  
**Application for Grant of Reimbursement of Contributory Group Insurance Scheme (CGIS) paid**

**Contributory Group Insurance Scheme (CGIS) Details**

Sl. No	Particulars	Details
I	Total number of employees	
II	Total number of employees claimed for CGIS reimbursement	
III	Total number of employees residence of Jharkhand	
IV	Amount of CGIS paid by unit for above employees	INR
V	50% of CGIS paid by unit	INR
VI	Amount of reimbursement claimed	INR
VII	Amount of reimbursement recommended	INR

Sl. No.	Name of the Employee	Adhaar No. of Employee	Residence of Jharkhand (Yes / No)	Date of Joining	Contributory Group Insurance Scheme (CGIS) Paid by Company	Contributory Group Insurance Scheme (CGIS) Period		reimbursement claimed for CGIS
						From	To	
1								
2								

**Declaration**

I.....son of Sri..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix - XLIX**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	CGIS Payment Challan for Year .....		
2	Copy of CGIS submission duly self-certified by the Company Secretary.		
3	Audit Report of Company for Claimed Year		

**Form - XLIII: -  
Application for Claim of Electricity Duty Reimbursement**

<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
1	Name and Address of Firm	
2	Nature of Export Product/ Product/ Service	
3	Consumer No.	
4	Sanctioned Connected Load	
5	Sanctioned Connected Demand	
6	Details of Applicable Tariff	
7	Amount of Duty Actual Duty Paid last Month	
8	Mention the Clause the Policy in which Reimbursement from Electricity Duty is being Claimed	
9	Any electricity dues outstanding in licensee's area of operation in consumer's name	Yes/ No
10	Any electricity dues outstanding with the Distribution Licensee against any firm with which the consumer is associated as an Owner, Partner, Director or Managing Director	Yes/ No
11	Total Claimed Amount	

(For questions 10 and 11 if the answer is 'Yes' in any case please provide details on a separate sheet)

**Declaration**

I..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix – L**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Relevant Period of bill copy		
2	CA certificate –bill wise break up of Electricity bills showing separately the component of Electricity Duty.		

**Form-XLIV: -  
Application for Exemption of Service Tax**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Period of Claim	
2	Date of Registration of Service Tax	
3	Category of Service	
4	Service Tax paid timely or not	
5	Whether any SCN (Show Cause Notice) Issued	
6	Status of Service Tax Assessment	

**Declaration**

I..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix -LI**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Certificate of Service Tax Registration Certificate		
2	Copy of Service tax return of relevant year		
3	CA certificate related to schedule of service tax paid to during relevant year		
4	Certify copy of payment of Challan		

**Form - XLV: -****Application for reimbursement of Road/Rail Freight (Importer)**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Period of Claim	
2.	Name of Product / Raw Material imported to the India	
3.	Quantity of Imported In	
4.	FOB value of Import	
5.	CA certificate for Freight Paid to the transporter of the good from port to Location of Unit	
6.	Distance of total rail movement from place of production of Port in km	
7.	Whether subsidy for the claim period has been claimed earlier?	
8.	Freight Incurred for Import of Products	
9.	Road Freight	
10.	Rail Freight	
11.	Total Freight Incurred	
12.	CA Certification on amount of total freight paid in respect of each bill of lading / Oversees Purchase Order	
13.	Total Transport Subsidy Claimed	
14.	Whether your firm falling under the category of the Micro/Small/Medium Industries (If yes, Please enclose proof for the same)	
15.	Date of unloading of the distance port (attached Evidence)	

a) I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ do hereby certify that the above particulars is based on the books of accounts of the company/firm and is true to best of my knowledge and belief. In case of the above proofs to be wrong, the entire amount of subsidy/concession paid will be refunded in single installment.



- b) Certified that the claim made under above does not contain any amount for internal movement and cost of loading/unloading and handling of export goods.
- c) Certified that subsidy claimed now, relates to period in respect of which subsidy has not been claimed and or reimbursed by Govt. of Jharkhand or India in any manner.
- d) I/we undertake to submit the Director of concern department the annual audited statement of accounts and balance sheet of my/our firm within 9 months from the close of the year for the period of disbursement is received by me/us.

Place:

Signature

Date:

Name:

Firm / Company Stamp:

### Appendix – LII

S. No	Name of Document	Attached Y/N	Attachment No.
1	CA Certification on total freight paid		
2	Statement of documents in claim of transport subsidy		
3	Copy of overseas Invoice		

**Form – XLVI: -  
Demand for Special Incentives (Promoting Local Entrepreneurs)**

**Capital and Special Incentive claimed/availed details**

S. no.	Ref. clause	Reimbursement claim for	Please tick (✓)		Amount (INR)
			Claimed / Approved earlier	Further claiming for	
a.	3.3.1	<b>Capital equipment</b>	<input type="checkbox"/>	<input type="checkbox"/>	
b.	3.3.2	VAT/ Service Tax/ GST	<input type="checkbox"/>	<input type="checkbox"/>	
c.	3.5.1	Recruitment assistance	<input type="checkbox"/>	<input type="checkbox"/>	
d.	3.5.2	Quality certifications of the unit	<input type="checkbox"/>	<input type="checkbox"/>	
e.	3.5.3	Providing employment to $\geq 2$ times the number of seats	<input type="checkbox"/>	<input type="checkbox"/>	
f.	3.5.4.a	50% or more employment to women in a single Unit	<input type="checkbox"/>	<input type="checkbox"/>	
g.	3.5.4.b	Location of applicant's Unit (either in Type B or C District)	<input type="checkbox"/>	<input type="checkbox"/>	
h.	3.5.4.c	Having (Partner) Local Entrepreneur of the applicant unit	<input type="checkbox"/>	<input type="checkbox"/>	
i.	3.5.5	Housing and travelling expenses	<input type="checkbox"/>	<input type="checkbox"/>	
j.	<b>Total incentive amount arrived ("special and capital incentives")</b>		<b>(j.)=sum of (a.) to (i.)</b>		<b>INR_-----</b> -----
k.	Total no. of seats in the applicant unit		As per details given in Registration form (1)		
l.	<b>Maximum reimbursement applicable**</b>		<b>l. = (k.) X 1,00,000</b>		<b>INR_-----</b> -----
m.	<b>Total reimbursement amount claimed</b>		<b>(m.) <math>\leq</math> (l.)</b>		<b>INR_-----</b> -----
n.	<b>Balance reimbursement amount for further claim</b>		<b>(n.)= (l.) - (m.)</b>		<b>INR_-----</b> -----

**\*\* (subject to a maximum reimbursement of INR 1 lakh/ seat including Capital cost and other special incentives)**

**Partner (Local entrepreneur) details of the applicant unit for special incentive**

i	Constitution of the unit (cross whichever is not applicable)	Proprietor/ Partnership/ Private Ltd. Company/ Ltd. Company/ Society/ Trust/ LLP
ii	Names and addresses of promoters/ Board of Directors, whether annexure attached?	Yes/No
iii	<b>Name** and address of partner^/ individual</b> <b>("local entrepreneur" as defined in BPO/BPM 2016 policy)</b>	Name: Add:
iv	Name & designation of the person authorised to sign this request on behalf of the unit	Name: Designation:
v	Details of authorization by the Board/ promoters for signatory to sign/ represent the unit for the purpose of this application	
vi	<b>Amount claimed in recruitment assistance</b> <b>(Additional 5% of capital cost subject to max. INR 1 lakh/seat including Capital cost and other special incentives reimbursement)</b>	INR _____

<sup>^</sup> Provide copy of partnership deed of the unit.

**\*\* Provide Residential certificate issued by Government of Jharkhand.**

Declaration

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix -LIII**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Copy of partnership deed of the unit.		
2	Residential certificate of local entrepreneur issued by Government of Jharkhand.		

**Form - XLVII: -  
Reimbursement of Land Cost for construction of Dormitories**

<b>S. No</b>	<b>Particulars</b>	<b>Documents required</b>
1	Name of Unit	
2	Acres of land purchased for construction of Dormitories	
3	Assistance 50% of cost of land	
4	Amount claimed	

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix - LIV**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Copy of certified copy of sale deed		
2	Approved Building Plan Map 1000 person per acre of land		

**Form - XLVIII: -  
Reimbursement of Entertainment Tax**

<b>S. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Registration Number & Date (Issued by Commercial Tax Authority)	
2.	Admission fees & Tax collection authorization certificate under Jharkhand Entertainment Tax Act, 2006	
3.	Period of Reimbursement of Entertainment tax requested	
4.	Reimbursement of Entertainment Tax / Reimbursement of Entertainment Tax availed from GoJ / GoI / Govt. Agencies / Financial Institution earlier. Mention the period & quantum of benefit availed	
5.	Entertainment Tax payment of Claimed Period	
6.	Entertainment Tax payment Amount	
7.	Amount claimed	

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix – LV**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Copy of Admission fees & Tax collection authorization certificate under Jharkhand Entertainment Tax Act, 2012		
2	Quantum & period of reimbursement of Entertainment Tax / Reimbursement of Entertainment Tax availed from GoJ / GoI / Govt. Agencies / Financial Institution earlier / undertaking on non-ailment of reimbursement of Entertainment Tax / Reimbursement of Entertainment Tax availed from GoJ / GoI / Govt. Agencies / Financial Institution earlier as applicable		
3	Entertainment Tax payment of certificate of Claimed Period		

**Form – XLIX: -  
Exemption of Entertainment Tax**

<b>S. No</b>	<b>Particulars</b>	<b>Details</b>
1.	Registration Number & Date (Issued by Commercial Tax Authority)	
2.	Nature of Entertainment	
3.	Place of Entertainment	
4.	Admission fees & Tax collection authorization certificate under Jharkhand Entertainment Tax Act, 2012	
5.	Period of Exemption of Entertainment tax requested	
6.	Reimbursement of Entertainment Tax / Reimbursement of Entertainment Tax availed from GoJ / GoI / Govt. Agencies / Financial Institution earlier. Mention the period & quantum of benefit availed	

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

### Appendix – LVI

S. No	Name of Document	Attached Y/N	Attachment No.
1	Copy of Admission fees & Tax collection authorization certificate under Jharkhand Entertainment Tax Act, 2012		
2	Quantum & period of reimbursement of Entertainment Tax / Reimbursement of Entertainment Tax availed from GoJ / GoI / Govt. Agencies / Financial Institution earlier / undertaking on non-ailment of reimbursement of Entertainment Tax / Reimbursement of Entertainment Tax availed from GoJ / GoI / Govt. Agencies / Financial Institution earlier as applicable		

### Form – L: - Incentive for Airline Operators

Particulars	Details	
Airline Operator Name		
Airline Starting Date of Operation		
IATA/ICAO code:		
Contact information:		
Period of Claim		
Operated airports:		
Aircraft Details	Aircraft Type	Aircraft Capacity
Start Date		
Claimed Amounts		

### Flight Load Detail

Day		Destination		Time		Average Flight Price per Passenger	Number of passengers
		To	From	To	From		
Monday	Flight 1						
	Flight 2						
	Flight 3						
	Flight 4						
Tuesday							

Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

### Declaration

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date:

Seal of the Company

Designation:



**Appendix - LVII**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Sale certificate of claimed route		
2	Audited balance sheet of the company		
3	Proof of start operation in specific claimed route		
4	CA certificate on the amount claimed		

**Form - LI: -  
Relaxation of Road Tax**

<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
1.	Vehicle Registration No.	
2.	Capacity of Vehicle (No. of Seats)	
3.	Registered as tourist coaches under Tourism Department	Registration No. .... Date .....
4.	Claimed for the period	
5.	Name of Vehicle Owner	
6.	Operating under Jharkhand Tourism Development Corporation Ltd.	Yes/No
7.	Total Amount of Road Tax (Claimed Period)	Rs
	Claimed Amount (Claimed Period)	Rs

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix – LVIII**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Copy of RTO registration		
2	Copy of Registered as tourist coaches under tourism department		
3	Proof of operating under Jharkhand Tourism Development Corporation Ltd.		

**Form – LII: -  
Relaxation of Road Permit**

<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
1.	Vehicle Registration No.	
2.	Capacity of Vehicle (No. of Seats)	
3.	Registered as tourist coaches under Tourism Department	Registration No. .... Date .....
4	Total Road Permit Fee	
5.	Claimed Road Permit Fee	

**Declaration**

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix – LIX**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Copy of RTO registration		
2	Copy of Registered as tourist coaches under tourism department		

**Form – LIII: -  
Reimbursement for Anchor Units**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
i	District in which unit established	
ii	Date of start of unit	
iii	Whether an ESDM unit	Yes/No
iv	No. of employees in the unit@	
v	Anchor unit subsidy required	INR

@Please provide a full list with certification from the Statutory Auditor of the firm.

**Declaration**

I..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix – LX**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Letter from DIC that the Unit is the first IT/ITeS/ESDM unit in the District		
2	Date of Commercial Production Certificate		

**Form – LIV: -  
Special Incentives (Housing and travelling expense reimbursement)**

<b>I</b>	Name of the employees for whom claim is made <sup>^</sup>	1. Mr/Ms_____
		2. Mr/Ms_____
		3. Mr/Ms_____
		4. Mr/Ms_____
		5. Mr/Ms_____
<b>ii</b>	<b>Amount claimed in recruitment assistance</b>	<b>INR</b> _____

**Declaration**

I..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

### Appendix -LXI

S. No	Name of Document	Attached Y/N	Attachment No.
1	Details sheet as per attached format 1.24 along with original bill copies for the mentioned travel and stay of 5 (five) employees.		

**Form - LV: -**  
**Assistance of 50 lacs to public/private institutions for setting up Incubation Centers**

S. no.	Particulars	Details
1.	Name of the institution	
2.	i) Name of head of Institute ii) Address iii) Telephone iv) Email v) Fax vi) Website	
3.	Year of Establishment of the Institute	
4.	Total student strength	
5.	Document to support existence of the institution	
6.	List details of five most recent sponsored projects (sponsoring agency/year/value/description).	
7.	Details of grants-in-aid/support received so far from various sources?	
8.	Existing capacity of the Institution (No. of start-up businesses that are incubated)	
9.	Details of present incubation facilities provided to start-up businesses (500 words)	
10.	Proposed scale-up plan to become world class. Provide details of physical infrastructure requirements and capacity expansion, along with corresponding financial requirements (500 words)	
11.	Contact person (telephone and email) at the Established Incubation Center	
12.	Focus areas of the institute	
13.	Year wise plan (As indicated in the KPIs)	
14.	Built up area details (giving area usage details for co-working space, meeting rooms, labs etc.	

### Declaration

I ..... son of Sri ..... resident of .....  
do hereby certify that the above particulars is based on the books of accounts of the  
Company and is true to the best of my knowledge and belief. In case the above proves to be  
wrong, the entire amount of subsidy/concession paid under all the declared by the  
Government of will be refunded in single installment.

Place:

Name & signature of the authorized person

Date:

Seal of the Company

Designation:

## Appendix – LXII

S. No	Name of Document	Attached Y/N	Attachment No.
1	Detailed proposal		
2	Supporting documents		

### Form – LVI: Assistance for prototype development at idea/seed/prototype stage

i	Year of Claim	
ii	Financial year of claim	
iii	Total cost incurred on engineering, design and production of prototype^	INR
iv	Maximum eligible amount according to the Start-up policy 2016	INR
v	Is the prototype developed by a third party?	Yes <span style="float: right;">No</span>
vi	If yes, amount incurred as payment to the third party	INR
Vii	Total amount claimed	Total INR _____

### Declaration

I ..... son of Sri ..... resident of ..... do hereby certify that the above particulars is based on the books of accounts of the Company and is true to the best of my knowledge and belief. In case the above proves to be wrong, the entire amount of subsidy/concession paid under all the declared by the Government of will be refunded in single installment.

Place:

Name &amp; signature of the authorized person

Date:

Seal of the Company

Designation:

**Appendix – LXIII**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Invoice/Receipt of charges incurred during engineering, design and production of the product/ prototype		
2	Invoice/ Receipt of charges incurred for payment to a third party for development of the prototype, if any		
3	A brief note on the idea/concept of the prototype		
4	Copy of prototype design and photo of the prototype		
5	Letter/Certificate from the incubator as a proof for successful development of prototype		
6	Attendance proof if the start-up member is a non-student		
7	If the applicant is a student, a letter from college certifying that the student is currently enrolled in the institution		
8	Aadhar card or other valid Id proof in case of promoter(s)		
9	Registration certificate in case of Start-up		

**Form – LVII****Reimbursement of Cost of Product Certification and Testing****1. Product Testing Details**

i	Year and month(s) of Claim	
ii	Financial year of claim	
iii	No. of Products tested at labs not owned by the company or its directors	
	Cost of Testing of product(s)	INR
	Total value of testing as per policy 2016	INR

**2. Product Certification**

v	No. of Products annually certified by agencies not owned by the company or its directors	
vi	Cost of Certification of product(s)	INR



**DECLARATION**

I/We -----  
-----

have read the rules and conditions of the Recruitment Assistance scheme framed  
.....  
..... of the Government of Jharkhand and agree to abide by them.

I/We ----- also  
certify that that all the facts are true to the best of my/our knowledge and belief.

Date:

Place:

Signature / Name / seal of company

### Appendix – LXIV

S. No	Name of Document	Attached Y/N	Attachment No.
1	Copy of testing charges and Product Certification charges duly self-certified		

#### Form – LVIII Special Incentives

i	Year in which claim is made		
ii	Year of recruitment		
iii	Total no. of employees recruited during the year for which claim is made	Male	
		Female	
		Divyang <sup>^</sup>	
		Total	_____
iv	Count of employees for whom assistance is claimed <sup>1</sup> (Only those employee to be counted who is/was employed for at least continuous one year for the claim )	a) Male	
		b) Female	
		c) Divyang <sup>^</sup>	
		Total	_____
v	Employment in number of times the number of seats (example: 2.5 times or 2.7 times)		_____times
vi	Percentage of female employees with respect to total employees in a unit (must be 50% or more for applicability of assistance, provide list of employees)		_____%
vi i	Name and address of partner/ individual (for claim under clause 3.5.4.c of Jharkhand BPO/BPM policy 2016 for promoting local entrepreneurship)		Name: Add:
vi ii	Location of a BPO unit in Jharkhand ( Type A,B or C) (for claim under clause 3.5.4.b of Jharkhand BPO/BPM policy 2016)		
x v	Name of the employees for whom housing and travel expenses claim is made (for claim of <b>Housing and Travelling expenses as per Jharkhand BPO/ BPM policy 2016</b> )		1.Mr/Ms_____ — 2.Mr/Ms_____ — 3.Mr/Ms_____ — 4.Mr/Ms_____ — 5.Mr/Ms_____ —
x	<b>Amount claimed for Housing and Travelling</b>		INR _____

vi	<b>expenses (subject to maximum INR 35,000 per month/employee)</b>			–
x vi i	<b>Amount claimed for Cost of Quality certifications incurred*</b> <b>(Only once subject to maximum INR 7(seven) lakh including Capital cost and other special incentives reimbursement)</b>			INR _____
x vi ii	<b>Amount claimed for employing more than 2 times the Seats available.</b> <b>(additional 5% of capital cost subject to maximum INR 1 lakh/seat including Capital cost and other special incentives reimbursement)</b>			INR _____
xi x	<b>Amount claimed for having more than 50% women employees (additional 5% of capital cost subject to maximum INR 1 lakh/seat including Capital cost and other special incentives reimbursement)</b>			INR _____
x x x	<b>Amount claimed for recruitment assistance (additional 5% of capital cost subject to maximum INR 1 lakh/seat including Capital cost and other special incentives reimbursement)</b>	Male	10,000 x (a)	INR _____
		Female	10,000 x (b)	INR _____
		Divyang <sup>^</sup>	15,000 x (c)	INR _____
		<b>Total</b>		<b>INR _____</b>
x xi	<b>Amount claimed for promoting local entrepreneurship (additional 5% of capital cost subject to maximum INR 1 lakh/seat including Capital cost and other special incentives reimbursement)</b>			INR _____
x xi i	<b>Amount claimed for having BPO unit in Type B or C district (additional 5% of capital cost subject to maximum INR 1 lakh/seat including Capital cost and other special incentives reimbursement)</b>			INR _____

<sup>1</sup> List to be provided as given overleaf. Use separate sheet for more candidates.

<sup>^</sup> Please provide PH/Disability certificate in the Central govt. prescribed format.

\* Please provide a copy with details

### DECLARATION

I/We \_\_\_\_\_  
have read the rules and conditions of the Recruitment Assistance scheme framed under \_\_\_\_\_ of the Government of Jharkhand and agree to abide by them.

I/We \_\_\_\_\_also  
certify that that all the facts are true to the best of my/our knowledge and belief.

Date:

Place:

Signature / Name / seal of company

**Appendix - LXV**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Please provide PH/Disability certificate in the Central govt. prescribed format		
2	List to be provided as given overleaf. Use separate sheet for more candidates. Format 1.28		
3	* Please provide a copy with details		

**Form - LIX**  
**Stipend as subsistence allowance (Start-UP)**

i	Name of the individual(s)	
ii	Name of the Start-up	
iii	Name of the Incubator	
iv	Team size^ (Maximum 3 will be eligible for stipend assistance)	
v	Date of joining the incubator	
Vi	Date till stipend assistance is entitled (One year from the date of joining the incubator)	
Vii	Gender	Male                      Female
Viii	Whether the applicant is a Divyang <sup>2</sup> (differently abled)	Yes                      No
Ix	Months for which stipend assistance is being claimed	1. 2. 3.
x	Total amount for the above mentioned months Male Female – Divyang – (Maximum 3 will be eligible for stipend assistance)	INR
Xi	Total stipend assistance claimed so far	INR
xii	Number of months for which stipend assistance has been claimed	
Xii	Unclaimed number of months	

**DECLARATION**

I/We -----  
-----

have read the rules and conditions of the Recruitment Assistance scheme framed under ..... of the Government of Jharkhand and agree to abide by them.

I/We -----also  
certify that that all the facts are true to the best of my/our knowledge and belief.

Date:

Place:

Signature / Name / seal of company

**Appendix - LXV**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Proof of identification of Promoter(s)/ Start-up: i. Aadhar card or other valid Id proof in case of promoter(s) ii. Registration certificate in case of Start-up		
2	If the applicant is a student, a letter from college certifying that the student is currently enrolled in the institution		
3	Disability certificate in case of Divyang		
4	Letter/certificate from the incubator as a proof for working on idea/concept		
5	Attendance proof if the start-up member is a non-student		
6	Copy of claims for the last quarter(s)		

**Form - LX**  
**Marketing Grant (Start-UP)**

i	Name of the individual(s)	
ii	Name of the Start-up	
iii	Name of the Incubator, if applicable	
iv	Team size	
v	Date of joining the incubator, if applicable	
Vi	Amount of funding raised	
Vii	Source of the funding raised (details of the registered angel/ VC fund/ incubator or financial institution)	
Viii	Purpose for which the claimed amount is to be used (e.g. Digital marketing, promotion etc.)	

**DECLARATION**

I/We -----  
-

have read the rules and conditions of the Reimbursement of cost of Land purchased scheme framed under .....

..... of the Government of Jharkhand and agree to abide by them.

I/We ----- also  
certify that that all the facts are true to the best of my/our knowledge and belief.

Date:

Place:

Signature /Name /Seal of company

Designation:

**Appendix – LXVI**

<b>S. No</b>	<b>Name of Document</b>	<b>Attached Y/N</b>	<b>Attachment No.</b>
1	Proof of identification of Promoter(s)/ Start-up: i. Aadhar card or other valid Id proof in case of promoter(s) ii. Registration certificate in case of Start-up		
2	If the applicant is a student, a letter from college certifying that the student is currently enrolled in the institution		
3	Disability certificate in case of Divyang		
4	Letter/certificate from the incubator as a proof for working on idea/concept		
5	Attendance proof if the start-up member is a non-student		
6	Copy of claims for the last quarter(s)		

**Form – LXI**  
**Special Incentive (Start-UP)**

i	Name of the Incubator	
ii	Name of the Start-up for which funding has been raised	
iii	Amount of funding raised	
iv	Source of the funding raised (details of the registered angel/ VC fund/ incubator or financial institution)	

**DECLARATION**

I/We -----  
-----

have read the rules and conditions of the Reimbursement of cost of Land purchased scheme framed under .....

. ....of the Government of Jharkhand and agree to abide by them.

I/We -----also  
certify that that all the facts are true to the best of my/our knowledge and belief.

Date:

Place:

Signature /Name /Seal of company

Designation:

### Appendix – LXVII

S. No	Name of Document	Attached Y/N	Attachment No.
1	Copy of Letter of funding/ MoU/ term sheet or shareholders agreement by angel investor/ VC fund or incubator as funding commitment to the start-up		
2	Letter/Certificate from the incubator as a proof if being incubated		

#### Format 1.1: -Board Resolution

[In Applicant Company's Letter Pad]

Date of Meeting: Place of

Meeting:

Nature of Project: **New Unit/Existing Unit/Undertaking/expansion/ diversification /modernization (write whichever is applicable)**

"Resolved that Company's application for claiming (CPIS/VAT/other subsidy) as placed before the meeting be and is hereby approved and be submitted to the Department of Industries, Mines and Geology/ Concern Department Govt. of Jharkhand, Ranchi.

- (i) Further resolved that Shri .....Director/Managing Director be and is hereby authorized to sign the application together with specified annexure, including signing affidavit on behalf of the Company. All the actions taken by the authorized person will be binding on the Company.
- (ii) The board further confirm that all machineries and equipment are new purchased from original manufacturers and/or his authorized agent and the price as stated in the claim is net of Excise Duty/Counter Veiling Duty where CENVAT benefit has been claimed.

Or

The equipment is imported and the amount of investment includes import duty (excluding miscellaneous expenses as transportation from the port to the site of the factory, demurrage paid at the port), shipping charges, and customs and clearance charges.

- (iii) The unit has not obtained or applied for or will not apply for grant/subsidy for the



same purpose or activity from any other Ministry or Department of Govt. of India or State Govt.

- (iv) The Company further resolves and undertakes that in case, at any time, any of the statement, documents, and claim in respect of subsidy claim is found to be wrong, false, untrue, the company shall on demand be liable to Refund the entire subsidy amount at a time to the Govt. of Jharkhand. Further resolved that copy of this resolution be furnished to the Govt. of Jharkhand in the Department of Industries, Mines and Geology for its information and necessary further action".

"CERTIFIED TO BE TRUE COPY"

Date:

Place:

for .....

Signature of Authority

Seal

**N.B.:** Strike out whichever is not applicable.

**Format - 1.2: - Power of Attorney**

i. I/We 1. Sri .....S/o Sri.....

2. Sri.....S/o. Sri .....

3. Sri .....S/o. Sri .....

Director/Partner of M/s. ...., due to our prior professional engagement in other work, hereby give Power of Attorney to Sri.....S/o. Sri ..... to submit/receive all related documents to/from District Industries Centre/Industrial Area Development Authority/Directorate of Industries and enquire any other related matter in connection with various subsidies/incentives including those available for Expansion/Diversification/Modernization under Jharkhand Industrial and Investment Promotion Policy-2016/ concern department, and also to receive the amount from Bank/Financial Institution/Industries Department after showing Company's receipt and to sign the agreement deed at the time of disbursement of amount and do all other functions considered to be appraised.

ii. All the above mentioned actions taken on behalf of the Company by Sri.....  
..... will be binding on the Company.

Place:

Signature of Authorized person

Date:

Name- Designation- Seal of Name

Address of Industrial Unit

**Format -1.3: - Certificate from Bank / Financial Institution**

[IN LETTER HEAD OF FINANCING INSTITUTION]

To,  
Director of Industries,  
Govt. of Jharkhand

**Sub: Timely payment of term loan and the account is not NPA**

This is to certify that the project (name of the project)..... was financed by us vide loan sanction letter no....dated..., sanctioning term loan of Rs....., scheduled to be paid in ....quarterly installment of Rs....., bearing rate of interest @ 12%.The actual repayment of term loan and interest is timely as per banking rules and RBI guideline under follows. The outstanding term loan as on dt ..... was Rs..... and closing outstanding loan as on dt ..... is as under.

<b>Scheduled repayment date</b>	<b>Scheduled repayment amount</b>	<b>Actual payment of term loan</b>	<b>Date of payment</b>	<b>Closing balance</b>

Date:

Signature of Authority

Place:

Seal.

**Format - 1.4: -Statement of production, sales and taxes paid by the unit during financial year. . .  
20. duly certified by Chartered Accountant.**

-

1. Name of the unit:
2. Installed capacity of unit as per project report:

Sl. No	Month	Production (MT/....)	Sales in MT	VAT Paid	CST Paid	Excise Paid	Electricity Charge Paid	Jharkhand Professional Tax Paid	Service Tax paid
1	2	3	4	5	6	7	8	9	1
1	April. .								
2	May .								
3	June..								
4	July . .								
5	August								
6	Sept. .								
7	Oct. . .								
8	Nov.. .								
9	Dec. . .								
10	Jan. . .								
11	Feb. . .								
12	March.								

I/We ....., Chartered Accountant further declare as follows:

1. We hereby Certify that we have checked the above statement with the books of accounts, invoice and other records as produced before us and found the same to be true and in accordance with there cords.  
We also certify that above payments have been made during the period from  
.....to..... in respect of the project at.....The same amount has actually been paid by the concern.
2. We further certify that the details are in accordance with the return filled by the concern to various departments and authorities.
3. That we have no interest other than professional, directly/indirectly in the applicant concern.
4. Those details given in annexure are also certified by me/us.
5. That we shall be liable for disciplinary action and Govt. of Jharkhand shall

be at liberty to take up the matter with the Institute of Chartered Accountants of India. New Delhi in case it is observed at any time that the Certificate given above contains any statement, which is wrong or materially in correct.

Place :

Date:

(Signature)

Name:\_\_\_\_\_

Address:\_\_\_\_\_

Membership No.:\_\_\_\_\_

FRN \_\_\_\_\_ :

**Format 1.5: - Certificate from Commercial Taxes Circle for Claiming Net VAT****PASSBOOK**

- (a) Name of the Unit/Dealer.....  
 Address.....  
 .....
- (b) Registration No. & Date of liability under VAT .....
- (b) Commodities mentioned in the Registration Certificate.....
- (d) Date of Production.....
- (e) Period.....
- (f) Any refund claimed during the period (give details).....

Year/ Period	Taxable JVAT Turn over Existing	JVAT Taxable Turnover/after Expansion/ Modernization / Diversification	Total Taxable JVAT Turnover	JVAT Admitted Payable	ITC Claimed	ITC availed	Balance ITC eligible to be set off from CST/ Next year if refund is not claimed for the next year	JVAT Paid	Remark
1	2	3	4	5	6	7	8	9 (5-7)	10

Place:

Signature of Issuing Officer

Date:

With seal

**Format-1.6: - Format for Affidavit**

[BEFORE EXECUTIVE MAGISTRATE/NOTARY PUBLIC]

I,..... son of.....

Managing Director/Director of..... [Company] hereby solemnly declare and state as follows:

1. That I am Managing Director/Director or above named company, duly authorized by Board of Directors of company in its meeting held on..... [Date] to sign/verify/submit claims for **Capital Investment Subsidy/VAT Subsidy/Other Subsidy** to Govt. of Jharkhand under the provisions of Jharkhand Industrial and Investment Promotion Policy 2016.
2. That date of commercial production at the industrial unit is ..... [Date].
3. That application for **Capital Investment Subsidy/VAT Subsidy/Other Subsidy** is being made for new unit/existing unit undertaking Expansion/Diversification/Modernization(Write whichever is applicable)

All the above information in enclosed prescribed format are true and correct.

Place:

Signature & Seal

Date:

**Format - 1.7(a): - Certificate From Chartered Accountant In Respect Of Proof of Expenditure/Fixed Capital Investment by the Applicant under Jharkhand Industrial and Investment Promotion Policy-2016 (For Non MSME Units)**

I/We.....,Proprietor/Partner of.....  
Chartered Accountant having office situated at .....  
hereby certify that I/We have verified books of account of M/s..... in  
respect of their claim for **comprehensive project incentive subsidy** under Jharkhand  
Industrial and Investment Promotion Policy 2016 as per details specified below:

Name of Applicant:

Investment made for the Period from.....to.....in **(Rs. in Lakh)**

SI.	Description	DPR Cost	Actual Remarks (Gross Block) Expenditure/  Fixed capital
	Land		
	Building		
	Plant & Machinery		
	Productive Assets of Permanent Nature (Such as tools jigs fixture, dies, crane &		
	Pollution Control		
	Environmental friendly alternative power generating equipment		
	Investment in Employees Welfare (EPE, ESI & Health		
	Stamp & Registration Expenses		
	Other Investments (if		
Total (Rs.)			

**N.B.**

1. DPR cost represents cost approved by the financing institution/bank.
2. All investments should be for new assets (excluding Imported machinery)
3. CA certificate reconcile with the audited balance sheet variance expanded
4. Fill up all the relevant annexures [Format-1.7 (i to v)] and attach the same with this form.
5. Fill "NIL" value wherever this certificate is not relevant. No Column of the Format



should be left blank.

I/We ....., Chartered Accountant further declare as follows:

1. We hereby Certify that we have checked the above statement with the books of accounts, invoice and other records as produced before us and found the same to be true and in accordance with there cords.
2. We also certify that above payment have been made during the period from .....to..... in respect of the project at..... The same amount is actually paid by the concern.
3. We further certify that the details are in accordance with return filled by the concern to various department and authority.
4. That we have no interest other than professional, directly/indirectly in the applicant concern.
5. Those details given in annexure are also certified by me/us.
6. That we shall be liable for disciplinary action and Govt. of Jharkhand shall be at liberty to take up the matter with the Institute of Chartered Accountants of India. New Delhi in case it is observed at any time that the Certificate given above contains any statement, which is wrong or materially incorrect.

Place:

Date:

(Signature)

Name:\_\_\_\_\_

Address: \_\_\_\_\_

Membership No.:\_\_\_\_\_

FRN :\_\_\_\_\_

**Format-1.7(a) ..... Contd....(Annexure-i): - Detail of Expenditure Incurred on Plan & Machineries**

Sl	Name of Equipment	Name of Supplier	Bill No.& Date	Basic Price	VAT	CST	Excise	Freight & Custom Duty *	Erection/ Installation Cost and other cost if any	Total Cost of Actual Investment

**Format-1.7(a) ..... Contd....(Annexure-ii): - Detail of Expenditure Incurred on other Fixed Assets**

Sl	Name of Equipment	Name of Supplier	Bill No.& Date	Basic Price	VAT	CST	Excise	Freight & Custom Duty *	Erection/ Installation Cost and other cost if any	Total Cost of Actual Investment

**Format-1.7(a) ..... Contd....(Annexure-iii): - Details of Expenditure Incurred on Pollution Control Equipment**

Sl	Name of Equipment	Name of Supplier	Bill No. & Date	Basic Price	VAT	CST	Excise	Freight & Custom Duty *	Erection/ Installation Cost And other cost if any	Total Cost of Actual Investment

\*Freight charges from port to port and custom duty is only for imported Plant & Machinery and eligible assets.

**Format-1.7(a) ..... Contd....(Annexure-iv): - Details of Investment made on Employees Welfare****1. Employment Created in the project :**

Employment Bank	Direct employment		Indirect Employment	
	Skilled	Unskilled	Skilled	Unskilled
Resident of Jharkhand				
Others				
<b>Total</b>				

**2. Details of Code no./Certificate allotted to the employer by**

- (i) Regional Provident Fund Commissioner.
- (ii) Director, ESI:
- (iii) Health Insurance Scheme Provider (if any)

**3. Employer Contribution for employees for the period from .....to.....**

Sl. No.	Description	Actual Payment made During the year of Claim
	ESI	
	EPF	
	Health Insurance	
	<b>Total</b>	

**Format-1.7(a) ..... Contd ....(Annexure-v): - Details of Expenses made Stamp and Registration Expenses**

Expenses Made for the period from .....to.....

Sl. No.	Area of Land purchased/acquired	Description of Land	Cost of Stamp Paper/dut	Registration Fee	Total

**Format-1.7(a) ..... contd....(annexure-vi): - Details of Expenditure on Building**

<b>S l</b>	<b>Name of the building</b>	<b>Actual Expenditure</b>	<b>Actual Expenditure as certified by Chartered Civil Engineer</b>	<b>Actual Expenditure as certified by CA</b>
<b>Total</b>				

(Signature)

Name:\_\_\_\_\_

Place:

Date :

Address:\_\_\_\_\_

Membership No.:\_\_\_\_\_

FRN:\_\_\_\_\_

**Format - 1.7(b): - Certificate From Chartered Accountant In Respect Of Proof Of Expenditure/Investment By The Applicant Under Jharkhand Industrial And Investment Promotion Policy-2016 (For MSME units)**

I/We ....., Proprietor/Partner of  
 ..... Chartered Accountant having office  
 situated at .....hereby certify that I/We have verified  
 books of account of M/s.....in respect of their claim for  
**comprehensive project incentive subsidy** under Jharkhand Industrial and Investment  
 Promotion Policy 2016 as per details specified below :

Name of Applicant:

Investment made for the Period from.....to.....in (Rs. in Lakh)

Sl.	Description	DPR Cost (Gross Block)	Actual Expenditure as on	Remarks
1	Land			
2	Building			
3	Plant & Machinery			
4	Productive Assets of Permanent Nature (Such as tools jigs fixture, dies, crane &			
5	<b>Pollution Control</b>			
	Total (Rs.)			

**N.B.**

1. DPR cost represents cost approved by the financing institution/bank.
2. All investments should be for new assets (excluding Imported machinery)
3. Fill up all the relevant annexures [Form-1.7 (i to v)] and attach the same with this form.
4. Fill "NIL" value wherever this certificate is not relevant. No Column of the Format should be left blank.

I/We ....., Chartered Accountant further declare as follows:

7. We hereby Certify that we have checked the above statement with the books of accounts, invoice and other records as produced before us and found the same to be true and in accordance with there cords.
8. We also certify that above payment have been made during the period from .....to..... in respect of the project at..... The same amount is actually paid by the concern.
9. We further certify that the details are in accordance with return filled by the concern to various department and authority.
10. That we have no interest other than professional, directly/indirectly in the applicant concern.
11. Those details given in annexure are also certified by me/us.
12. That we shall be liable for disciplinary action and Govt. of Jharkhand shall be at liberty to take up the matter with the Institute of Chartered Accountants of India. New Delhi in case it is observed at any time that the Certificate given above contains any statement, which is wrong or materially in correct.

Place :

Date:

(Signature)

Name:\_\_\_\_\_

Address:\_\_\_\_\_

Membership No.:\_\_\_\_\_

FRN :\_\_\_\_\_

**Format-1.7(b) ..... Contd....(Annexure-i): - Details of Expenditure Incurred on Plant & Machineries**

Sl	Name of Equipment	Name of Supplier	Bill No. & Date	Basic Price	VAT	CST	Excise	Freight & Custom Duty *	Erection/ Installation Cost and other cost if any	Total Cost of Actual Investment

**Format-1.7(b) ..... Contd....(Annexure-ii): - Detail of Expenditure Incurred on other Fixed Assets**

Sl	Name of Equipment	Name of Supplier	Bill No. & Date	Basic Price	VAT	CST	Excise	Freight & Custom Duty *	Erection/ Installation Cost and other cost if any	Total Cost of Actual Investment

**Format-1.7(b) ..... Contd....(Annexure-iii): - Details of Expenditure on Building**

Sl	Name of the building	Actual Expenditure	Actual Expenditure as certified by CA Chartered / Civil Engineer	
<b>Total</b>				

**Format - 1.8: - Certificate to be issued by the Regional Provident Fund Commissioner/  
Director/ESI/Health Insurance Agencies (As the case may be)**

Certified that M/s....., having its Registered  
Office/Local Office at.....and works (unit) located  
at.....have contributed an amount of Rs.  
..... payable in terms of existing rules of the  
Government for the months from .....to..... (For the financial  
year.....) in respect of..... (No.) employees appointed in the said Industrial Unit.

Date:

Signature of Authority

Place:

Seal



**Format - 1.9: - Certificate of Single Window Clearance Committee on eligible fixed capital investment**

Certified that M/s..... , having its Registered Office/Local Office at .....and works (unit) located at ..... has incurred following fixed capital investment.

Sl.	Description	Actual Expenditure as on
1	Building	
2	Plant & Machinery	
3	Productive Assets of Permanent Nature (Such as tools jigs fixture, dies, crane & Electrification)	
	Total (Rs.)	

The date of production of unit is .....

The unit shall be eligible for incentive on net VAT paid till ..... at the rate of ..... per annum of total fixed capital investments as given in t able above under relevant policy.

Date:

Place

Signature of Authority

**Format – 1.10: - Format for Detail Project Report (DPR)**

1. Executive Summary
2. Background
  - 2.1. Sector Background
  - 2.2. Project Background
  - 2.3. Promoters' Background
3. Land Details & Logistics
  - 3.1. Character of the Land
  - 3.2. Requirement of Land Area
  - 3.3. Ownership of the Land
  - 3.4. Present Status of Land
  - 3.5. Location of Land –
4. Procurement Strategy of Raw Material & Other Inputs
  - 4.1. Raw Material Availability
  - 4.2. Sources of Procurement
  - 4.3. Process of Procurement
5. Techno-Commercial Viability Assessment
  - 5.1. Technology Used
  - 5.2. Possible Source of Equipment / Machine Suppliers
  - 5.3. Capacity & Production
  - 5.4. Pollution Control (Please provide the details precisely)
    - 5.4.1. Amount of Generation of Pollution / Wastage
    - 5.4.2. Mode of Waste Disposal
    - 5.4.3. Machines to be installed for adhering to pollution norms
6. Process Flow Diagram
  - 6.1. Machine Layout Plan
  - 6.2. Process Flow Table
7. Infrastructure Source
  - 7.1. Power (if from JESB, Permission Letter required)
  - 7.2. Water
  - 7.3. Manpower
8. Marketing Strategy
  - 8.1. Market Opportunities
  - 8.2. Approach
9. SWOT Analysis
10. Financial Analysis
  - 10.1. Cost Estimates
  - 10.2. Working Capital Requirement
  - 10.3. Revenue Projections
  - 10.4. Fund Flow Statement
  - 10.5. Financial Ratios
  - 10.6. Break Even
  - 10.7. Term Loan
  - 10.8. Internal Rate of Return
11. Investment Details
  - 11.1. Equity Contribution & Source
  - 11.2. Debt Contribution, Source & Cost of Debt
  - 11.3. Total Fixed Capital
  - 11.4. Net Worth of the Company
  - 11.5. Appraisal Letter from Bank or Lending Institution

**Format – 1.11: - On non-judicial stamp paper of Rs. 100/-Surety Bond**

KNOW ALL MEN BY THESE PRESENTS that we, M/s \_\_\_\_\_, a \_\_\_\_\_ (Type of organization) incorporated / registered under the \_\_\_\_\_ (Name of the Act) and having its registered office at \_\_\_\_\_ (hereinafter called the “Obligors”) are held fully and firmly bound to the Governor of State \_\_\_\_\_ (hereinafter called the “Government”) for the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves and our successors and assignees by these presents.

SIGNED on the \_\_\_\_\_ day of \_\_\_\_\_ in the year Two Thousand \_\_\_\_\_.

WHEREAS on the Obligors’ request, the Government as per Sanction Order No. \_\_\_\_\_ Dated \_\_\_\_\_ (hereinafter referred to as the “Letter of Sanction”) which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Enclosure - I, agreed to make in favor of the Obligors grants-in-aids-in-aid of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for the purpose of \_\_\_\_\_ (description of the project) at \_\_\_\_\_ out of which the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. The Obligors will abide by the terms & conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s). THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the Governor of Jharkhand, the entire amount of the grants-in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged up to the date of its refund to the Government, unless it is agreed to be carried over.

The Obligors agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for

any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by the State Government of \_\_\_\_\_, or the administrative Head of the Department concerned. As regards the monetary value aforementioned to be surrendered / paid to the Government, the decision of the Government will be final and binding on the Obligers.

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Chief Secretary to the State Govt. of \_\_\_\_\_ on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligers and IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligers the day herein above written in pursuance of the Resolution No. \_\_\_\_\_ Dated \_\_\_\_\_ passed by the governing body of the Obligers, a copy whereof is annexed hereto as Enclosure - II and by \_\_\_\_\_ for and on behalf of the Governor of State \_\_\_\_\_ on the date appearing below.

\_\_\_\_\_  
Signature of the AUTHORISED SIGNATORY

Signed for and on behalf of

(Name of the Obliger in block letters)

(Seal / Stamp of Organization)

1. Signature of witness

Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Signature of witness

Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
To be filled up by the Directorate of Industries

(ACCEPTED)

For and on behalf of the Governor of State \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Dated: \_\_\_\_\_

Notary Seal & Signature

**Format – 1.12: - On Non-Judicial Stamp Paper of Rs. 100/-Affidavit**

[As per GFR-209(1)]

I ..... S/o

..... Resident of

..... Director

/ Proprietor of M/s ..... do here by

solemnly affirms and state as follows:

(a) That organization's sister concern (s) / inter connected company / Group company as well as the applicant company itself has not obtained any financial assistance for a food processing project in the past from MFPI.

(b) That the organization has not obtained / applied for or will not obtain any grant / subsidy from any Ministry / Department of Central Govt. / GOI organization / agencies and State Govt. for the same purpose / activity components.

Deponent

Verification:

Verified that the content of this affidavit are true and correct to the best of the knowledge and belief of the deponent and no part of this affidavit is kept concealed therein, If anything is found false in this Affidavit subsequently deponent and organization shall be liable jointly and severally for action under the laws, hence verified at \_\_\_\_\_ (Place) \_\_\_\_\_

on \_\_\_\_\_ (Date) \_\_\_\_\_

Deponent

Notary Seal &amp; Signature

**Format – 1.13: - CA certificate (With membership No. of CA) in the following format:-**

(Letter Head of the CA)

(i) Project Cost:  
Lakhs)

(Rs. In

<b>S. No.</b>	<b>Name of the Component / Item</b>	<b>Project Cost</b>	<b>Cost as Appraised by Bank</b>	<b>Actual Cost</b>
1.	Land			
2.	Building / Civil Works			
3.	Plant & Machinery			
4.	Misc. Fixed Assets			
5.				
6.				
	<b>Total</b>			

(ii) Means of Finance:  
Lakhs)

(Rs. In

<b>S. No.</b>	<b>Item</b>	<b>Project Cost</b>	<b>As per Appraisal Report</b>	<b>Actual Cost</b>
1.	Actual Cost			
2.	Term Loan			
3.	Unsecured Loan			
4.	Grant			
5.	Other's			
	<b>Total</b>			

Details of unsecured loans, if any, duly certified by CA.

Signature and Seal of C.A

**Format – 1.14: - Performa as PER GFR 19-A****(Letter Head of the CA)  
(See GF Rule 212 (1))**

<b>S. No.</b>	<b>Letter No. &amp; Date</b>	<b>Amount</b>
<b>1.</b>		

a) Certified that out of Rs. \_\_\_\_\_ of grant-in-aid sanctioned during the year \_\_\_\_\_ in favor of \_\_\_\_\_ under this Ministry/ Department letter No. given in the margin and Rs. \_\_\_\_\_ on account of unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned, that the balance of Rs. \_\_\_\_\_ remaining un-utilized at the end of the year \_\_\_\_\_ has been surrendered to Government (vide No. \_\_\_\_\_ dated \_\_\_\_\_) will be adjusted towards the grants-in-aid payable during the next year \_\_\_\_\_

b) Certified that I have satisfied myself that conditions on which the grant-in-aid was sanctioned have been dully fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.
- 3.

Counter signature of  
promoter of company  
with seal

Signature (CA) \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

**Format – 1.15: - Bank No Objection Certificate**

a) Certified that this bank has appraised the project of M/s \_\_\_\_\_  
(Name and address of the organization) as per guidelines of the scheme and also  
sanctioned Term Loan of Rs \_\_\_\_\_ lakh (if applicable).

b) It is further certified that we have released Rs \_\_\_\_\_ lakh \_\_\_\_\_ % of  
sanctioned term loan) to M/s \_\_\_\_\_ (Name and address of the  
organization)

c) We have no objection in releasing 1st installment of grant if sanctioned by the State  
Govt.

(Signature)  
(Name)  
(Branch Manager)  
(Branch IFSC Code)

Directorate .....  
Policy .....  
State\_\_\_\_\_



**Format - 1.16: - Project Appraised Certificate****(Letter Head of the Bank)**

a) Certified that this bank has appraised the project of M/s \_\_\_\_\_ (Name and address of the organization) as per guidelines of the scheme and also sanctioned term loan of Rs. \_\_\_\_\_ lakh (if applicable).

b) It is further Certified that this bank has released 100% of term loan sanctioned i.e. Rs. \_\_\_\_\_ lakh and also 1<sup>st</sup> installment of grant of Rs. \_\_\_\_\_ lakh released by the Directorate of Industries vide sanction order No. \_\_\_\_\_ Dated \_\_\_\_\_ to M/s \_\_\_\_\_ (Name and address of the organization), which has been credited in account number \_\_\_\_\_ of the firm.

c) We have no objection in releasing 2nd installment of grant if sanctioned by the State Govt.

(Signature)  
(Name)  
(Branch Manager)  
(Branch IFSC Code)

Directorate .....  
Policy .....  
State \_\_\_\_\_

**Format – 1.17: - Format for Item Wise and Cost Wise Details of Technical Civil Works****(Letter Head of Chartered Engineer - Civil)**

Name of the Project:

Location of the Project:

Sr. No.	Machinery	Existing		New				
		No.	Capacity	No.	Capacity	Rate	Value (Lakhs)	Eligible/ Non-Eligible
1								
2								
3								
4								
Total								

Signature and Seal of Chartered Engineer (Civil)

Date\_\_\_\_\_

**Format - 1.18: - Format for Item Wise and Cost Wise Details of Plant & Machinery****(Letter Head of Chartered Engineer - Civil)**

Name of the Project:

Location of the Project:

Sr. No.	Machinery	Existing		New				
		No.	Capacity	No.	Capacity	Rate	Value (Lakhs)	Eligible/ Non-Eligible
1								
2								
3								
4								
Total								

Signature and Seal of Chartered Engineer (Mechanical)

Date\_\_\_\_\_

**Note:**

- a. Rate and Value of the Machines will be the Basic Cost and should not include any duty, charges, taxes, freight, insurance, erection or installation charges
- b. Eligible / Non-Eligible will be based on the criteria mentioned in the respective scheme as mentioned in the Policy

**Format – 1.19: - Bio-Data Form**

**(Please use separate sheet for each person and submit on the letter of that person)**

1.	Full Name (Mr / Mrs.)	
2.	Name of the Father / Husband	
3.	Passport / PAN No. & Issuing Office	
4.	Address	
5.	Office	Tel No:
6.	Residence	
7.	Experience Years Employer	Designation
8.	Functional Responsibility in the Unit	
9.	Details of Associate Concerns	
10.	Name(s) and Address(s) of Associate Concern(s)	
11.	Activity of the Concern(s)	
12.	Functional Responsibility of that concern(s)	
13.	Any other relevant information	

Place:

Date:

Signature

**Format – 1.20: - Statement of Export Performance****(To be submitted on the letter head of Chartered Accountant)**

This is to certify that M/s \_\_\_\_\_ has exported the following items and FOB value of exports is as follows:

Items of Exports (Please give brief about export items)	FOB Export in Rs. Lakhs		
	Last Year	Last but one year	Last but two years

We \_\_\_\_\_ (Name of CA) certify that the export made by M/s \_\_\_\_\_ (Name of Applicant) shown above has been checked with books, furnished by them and found correct.

Place:

Date:

Signature

CA Membership No.:

Seal :

Notes:

- The date of bill of lading constitutes date of shipment
- In case of shipment sent on FOB basis, the proceeds realized by bank will be FOB value
- In case of shipment sent by C&F, the proceeds realized by bank less actual Ocean freight will be FOB value for C&F.
- In case of shipment sent by C&F, the proceeds realized by bank less actual freight (Air/Sea) and actual insurance will be FOB value.

**Format – 1.21: - CA Certificate on Transport Freight Paid**

(To be submitted on the letter head of auditor)

I/we certify that M/s\_\_\_\_\_ has exported following items through Kolkata port and in the process of export, the firm incurred following expenditure on transport of finished export goods through road/rail.

Statement of freight paid from \_\_\_\_\_(date) to\_\_\_\_\_ (date) for export of finished products of the units from \_\_\_\_\_ (location of firm) to Kolkata port.

Date of Dispatch	Name of Export Products	Name of the ship and voyage No.	Bill of lading No. and date	Quantity of dispatch	Port of unloading	Road Freight Paid	Rail Freight Paid	Total Freight Paid
1.								
2.								
3.								
Total								

This certified that I / we have examined the above statement of M/s \_\_\_\_\_ which are in agreement with the books of accounts of the firm as produced before me / us and certify that the aforesaid information are to the best of my / our information and according to the explanation given to me / us have been found to be correct and certified to be true.

I / we also certify that the aforesaid expenditure/items have been duly paid for and no credit raised their against in the books of the firm.

I / we further, certify that the finish products exported out of Jharkhand were solely produced by the firm and such export was essential for smooth running of the firm. The above mentioned export does not include the normal export of the firm, the normal export means which has no relation with production.

Place:  
Date:

Signature  
CA Membership No.:  
Seal :

**Format – 1.22: - Statement of Documents in Claim of Transport Subsidy****(To be submitted in the letter head of the firm)**

<b>Sl. No.</b>	<b>Bill of lading No. and date</b>	<b>Money Receipt No. and Date</b>	<b>Rail Freight Receipt No. and Date</b>	<b>Rail Freight Paid</b>	<b>Bill and Money receipt for road freight</b>	<b>Road Freight Paid</b>
<b>1.</b>						
<b>2.</b>						
<b>3.</b>						

Summary:

Rail Freight Paid Rs\_\_\_\_\_

Road Freight Paid Rs\_\_\_\_\_

Total Freight Paid Rs\_\_\_\_\_

Place:

Date:

Signature of Applicant

Name:

Firm / Company Seal :

Note: Attach all original bills of transport subsidy claimed

**Format – 1.23: - List of Employees for whom rebate is claimed under Recruitment benefit  
(maximum 10 per year)**

<b><u>S. No</u></b>	<b>Name of the employee</b>	<b>Employee Adhaar No.</b>	<b>Educational qualification for rebate</b>	<b>College and full address in Jharkhand with Phone number</b>	<b>Year of Passing</b>	<b>Year of recruitment</b>

Place:

Date:

Signature  
CA Membership No.:  
Seal :



**Format – 1.24: - Employee detail for whom travel and stay expenses reimbursement is claimed**

Date of start of Unit Operation:

Designation:

Date of joining in the company:

Address: \_\_\_\_\_ Pin: \_\_\_\_\_ Mobile no.: \_\_\_\_\_

Name of the employee:

Place of working (City/Town, State):

(All details are

mandatory)

Travel details					a. Total travel expense (INR)
From (Starting destination)	To (Final destination)	Date of Travel (dd/mm/yy)	Mode of Travel and ticket details (Air, Train, Bus)	Purpose of Travel (Business, Training, Setup)	

(All details are mandatory)

Stay details					b. Total stay expense (only lodging) in INR
From (dd/mm/yy)	To (dd/mm/yy)	Total duration (in days)	Hotel details (Name, Address, contact details)	Rate per day/person (INR/Day/Person)	
			Name: Address:  Contact no.:		

Total travel and stay expenses (a.+b.): INR \_\_\_\_\_ (in words: \_\_\_\_\_)

Signature of above mentioned employee: \_\_\_\_\_

Place:

Date:

Authorized signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

**Format 1.25: Format of Business plan for Start-ups**

- a) Executive Summary
- b) Company Overview (if applicable)
- c) Industry Analysis
  - i) Market Overview
  - ii) Relevant expected market Size
- d) Customer Analysis
  - i) Target Customers
  - ii) Customer Needs
- e) Competitor Analysis (if any)
- f) Marketing Plan
  - i) Product & Services
  - ii) Pricing
  - iii) Promotion Plan
  - iv) Distribution Plan

**Format: 1.26 Application form for submitting the idea/concept****General Information and Particulars**

- i. Name of the applicant applying on behalf of the Start-up:
- ii. Father's name/Husband's name:
- iii. Permanent Address of the person applying on behalf of the Start-up:
- iv. Name of the Start-up:
- v. Legal Entity of the Start-up:
- vi. Registered Address of the Start-up:
- vii. Details of the bank account in the name of start-up (if any):
  1. Name of the bank:
  2. Account number:

**Details of the idea/concept**

The individual or group of individuals submitting the idea/concept should answer the following in the application:

- i. What is the idea/concept?
- ii. What is the problem being solved by the proposed idea/concept? Who are the beneficiaries?
- iii. How is the proposed idea better than the existing product or service available in the market?
- iv. What are the main features of product/ solution/ service?
- v. What is the strategy to commercialize the idea/concept?
- vi. Is the prototype ready? If yes, attach a copy of prototype design, photographs and related documents
- vii. Has the patent been filed? If yes, attach the related application and receipts
- viii. Is it an existing business with revenue? If yes, please share revenue details since start-up operations
- ix. Any other awards/recognition received by the start-up

**Format: 1.27 Format of Proposal/MoU for Incubators**

- a) About the organization/institute
- b) Introduction
- c) Responsibilities of the organisation/institute
- d) Requirements from Government of Jharkhand
- e) Objectives of partnership
- f) Terms of partnership
- g) Termination

**Format: 1.28 List of Employees for whom assistance claimed**

[illegible]

**Annexure-IV****A. Common DoP (Date of Commercial Production) Application Form(New Unit)**

1. Unit Name: - .....

a. Registration No. :-

I. Udyog Aadhar / IEM No.: - .....

II. Detail about ROC Registration .....

.....

b. Name of the Company: - .....

Address of Registered Office:- .....

.....

I.Tele Phone No. .... II. Fax No. ....

III.Email ID .....

c. Correspondent Address of Unit :- .....

.....

.....

d.Location of Unit :- I. Khata : ..... II. Kheshra ..... III. Rakba : .....

IV. Boundary :- ..... V. Village ..... VI Panchayat .....

.....

VII. Block ..... VIII. Sub Division .....

IX. District .....

e.I. Unit Telephone No. .... II. Fax No. ....

.....

III. Email ID .....

.....

f.As per policy category of Unit : Micro ☐ Small ☐ Medium ☐ Large ☐ Mega ☐

2. Name, Address and Investment pattern of Proprietor / Partner / Director / Directors:-

a. Name .....

Percentage of Invest in Unit .....

Date of appointment of Director .....

3. Departments' availed approval detail:-

a. Consent to Establish (NOC), Jharkhand State Pollution Control Board:-

I. Letter No. .... II. Date .....

.....

b. Consent to Operate, Jharkhand State Pollution Control Board:-

I. Letter No. .... II. Date ..... III. Validity .....

.....

d. TIN, Department of Commercial Taxes:-

I. TIN No. .... II. Date .....

.....

e. Centre Service Tax, Department of Commercial Taxes:-

I. CST No. .... II. Date .....

f. Registration, Department of Central Excise:-

I. Registration No. .... II. Date .....

g. Factory Licence, Factory Inspectorate, Department of Labour, Employment and Training:-

I. Factory Licence No. .... II. Date .....

4. Detail of Electricity

a. Name of the Company who supply the electricity .....

b. Load Sanction and Sanction Date .....

c. Date of Electric Connection .....

d. Detail of consumption and payment of Electricity:-

I. Monthly consumption of Unit under trail. ....

II. Monthly consumption of Unit after DOP .....

5. Detail of Agency who supply water:-

I. Total daily requirement of water .....

II. Source of Water .....

III. Revenue Paid .....

IV. Name of the Authority who provide connection .....

If Tourism Unit

Construction Permit Registration No. ....Dt.....

Occupancy Certificate  
No.....Dt.....

Fire Safety Certificate No. ....Dt.....

Food Safety Certificate No.(If Applicable).....Dt.....

6.Detail of land:-

a. I. Land Purchase from –Private Owner / Authority – Yes ☐ No ☐ Partial ☐

II. Name of the Unit/ Company at the time of Registration: .....

III. Status of rent payment to the state Government: .....

IV. Purchased land (Acre): .....

V. Registered Land (Acre): .....

VI. Total Stamp Duty and Registration Fee: .....

VII. Number of Land Owner: .....

VIII. First / last Registration Date: First Registration Date .....  
Last Registration Date .....

7.I Bank / Financial Institution Approved DPR / CA certified in case of self-finance  
Submission Date: Later No. .... Dt. ....

II. Detail of ..... by Approving authority.....

III. Project Report approved by Bank / Financial Institution: Letter no. ....  
Dt. ....

a. Total Project Cost in Project Report (Attached Project Report):- .....

b. I. Source of Finance:- .....

II. Term Loan: - ..... III. Working Capital .....

c. Repayment schedule of financial Institution: - .....

d. Total Amount paid till date .....

8. Detail of consumption of important raw material  
.....

9. Brief detail of Product  
.....

10. Date of commercial production:-

a. Production Capacity: - I. Yearly: ..... II Monthly  
.....

b. Detail of Production

Sl. No.	Month	Production	Sales		Production Capacity in percentage (%)
		Volume / Number	Volume / Number	Price	
1	2	3	4	5	6

c. Achieved Capacity till Date of Commercial Production: -

11. Planning: -

a. Proposed Investment ..... b. Actual Investment  
.....

c. Percentage of Proposed Investment in DPR:  
.....

Proposed Investment Period:  
.....

d. Proposed Employment Generation:  
.....Direct.....Indirect.....

e. Actual Employment Generation: .....Direct.....Indirect  
.....

12. Capital Investment (In Lakh): - .....Fixed Capital: .....Working  
Capital ..... (CA Certify)

a. I. Land: -  
.....



II. Building: -

.....

III. Plant & Machinery: -

.....

IV. Tools, jigs, fixture, dies, crane and Electrification,: -

.....

.....

.....

VTOTAL: -

.....

...

VI Pollution control Equipments.....

VII Laboratory Testing Equipments.....

VIII DG Sets.....

.....

Total

.....

.....

### 13. Detail of Payment different Taxes: -

Sl. No.	Months	Sale Tax		Excises Duty	Electricity		Permanent Income Tax
		State Sale tax	Central Sale Tax		Consumption	Pay Bill	
1	2	3	4	5	6	7	8

14.a.first sale Invoice No. and Date.....

b. Invoice issued on date of commercial production

No..... and Date. ....

c. Total monthly dispatch in Rs. ....

d. Yearly Sales: -

e. Yearly Sales = Total Yearly Sales X 100/ Total Yearly Production

15. Price list of plant and Machinery, Billing Invoice No. and date of supplier , Date of Receipt (Certify by CA) at unit.....

16. If production on Generator:-

a. Capacity of Purchased Generator .....

b. Purchased Date (Attached Invoice) .....

c. Log Book Detail (Attached photo copy)

Applicant Signature

Date of Application: -

Affidavit :- This is certify that the application in given information for Date of issue of Certificate for commercial production is best of my knowledge and belief. There is no ambiguity to provide a fact.

I will be informed and followed guide line to concern authority in case of Industry is closed or transfer any other place

Units shall obtain consent license approval/NOC/ / periodical renewal of consent license approval/NOC. From competent authority. It is the responsibility of the unit to obtain the above.

Application Signature

Name: -

Designation:-

Stamp Seal and Date:

Note: - I. Please attached relevant document as per above field information

II. If anything messing out of information or document then application is incomplete

III. There is no process of incomplete application (When complete information provided that date is submission date of application

IV. Information certify in Notarized on stamp paper by the applicant

**B. Common Date of Commercial Production Application Form  
(Diversification/Expanded/Modernized Unit)**

1. Unit Name: - .....

a. Registration No. :-

I. Udyog Aadhar / IEM No.: - .....

II. Detail about ROC Registration .....

.....

b. Name of the Company: - .....

Address of Registered Office:-

.....

.....

.....

I. Tele Phone No. .... II. Fax No. ....

III. Email ID .....

c. Correspondent Address of Unit :- .....

.....

.....

.....

.....

d. Location of Unit :- I. Khata : ..... II. Khesra ..... III. Rakba :

.....

IV. Boundary :- ..... V. Village ..... VI Panchayat

.....

VII. Block ..... VIII. Sub Division .....

IX. District .....

e.I. Unit Telephone No. .... II. Fax No. ....

III. Email ID .....

f.As per policy category of Unit : Micro Small Medium Large Mega

2. Name, Address and Investment pattern of Proprietor / Partner / Director / Directors:-

a. Name .....

Percentage of Invest in Unit .....

Date of appointment of Director .....

3. Departments' availed approval detail:-

a. Consent to Establish for Diversification/Expanded/Modernized (NOC), Jharkhand State Pollution Control Board:-

I. Letter No. .... II. Date .....

b. Consent to Operate Diversification/Expanded/Modernized, Jharkhand State Pollution Control Board:-

I. Letter No. .... II. Date ..... III. Validity .....

d. TIN, Department of Commercial Taxes:-

I. TIN No. .... II. Date .....

e. Centre Service Tax, Department of Commercial Taxes:-

I. CST No. .... II. Date .....

f. Registration, Department of Central Excise:-

I. Registration No. .... II. Date .....

g. Factory Licence, Factory Inspectorate, Department of Labour, Employment and Training:-

I. Factory Licence No. .... II. Date .....

4. Detail of Electricity

a. Name of the Company who supply the electricity .....

b. Load Sanction and Sanction Date .....

c. Date of Electric Connection .....

d. Date of section of Load Increase of Electric of Diversification/Expanded/Modernized. ....

e. Detail of consumption and payment of Electricity: - .....

I. Monthly consumption of Unit under trail. ....

II. Monthly consumption of Unit after DOP .....

5. Detail of Agency who supply water:-

I. Total daily requirement of water .....

II. Source of Water .....

III. Revenue Paid .....

IV. Name of the Authority who provide connection .....

If Tourism Unit

Construction Permit Registration No.  
.....Dt.....

Occupancy Certificate  
No.....Dt.....

Fire Safety Certificate No.  
 .....Dt.....  
 Food Safety Certificate No.(If  
 Applicable).....Dt.....

## 6.Detail of land:-

a. I. Land Purchase from – Private Owner / Authority ☒ Yes ☐ No ☐ Partial

II. Name of the Unit/ Company at the time of Registration:

.....  
 .....

III. Status of rent payment to the state Government: .....

IV. Purchased land (Acre): .....

V. Registered Land (Acre): .....

VI. Total Stamp Duty and Registration Fee: .....

VII. Number of Land Owner: .....

VIII. First / last Registration Date: First Registration Date .....

Last Registration Date .....

7. I DPR Submission Date: Later No. .... Dt.

II. Detail of ..... by Director Industries

III. Project Report approved by Financial Institution: Letter no. .... Dt.

.....

e. Total Project Cost in Project Report (Attached Project Report):- .....

.....

f. I. Source of Finance: - .....

II. Term Loan: - ..... III. Working Capital .....

g. Repayment schedule of financial Institution: - .....

h. Total Amount paid till date .....

2. Detail of consumption of important raw material .....

Sl no.	Month	Production	Sale	
		Volume / Number	Volume / Number	Value

9. Brief details of consumable main raw material.....

10. Date of commercial production:-

11. Product .....

12. Production Capacity: - I. Yearly: ..... II Monthly

.....

13. Achieve Capacity till Date of Production

14. Planning: -

a. Proposed Investment ..... b. Actual Investment

.....

- c. Direct Employments Generation .....
- d. Indirect Employment Generation: .....
15. a. Diversification/Expanded/Modernized Start Date .....
- b. Diversification/Expanded/Modernized Close Date .....

Sl. No.	Detail	Before Diversification/Expanded/Modernized	During Diversification/Expanded/Modernized	After Diversification/Expanded/Modernized
I.	Registration / Licence No. and Date			
II.	Production Date			
III.	Produced Product			
IV.	Production Capacity (Product Wise)			
V.	Employment			
VI.	Electricity Consumption			
VII.	Fixed Capital Investment			
1	Land			
2	Building			
3	Plant / Machineries			
4	Tools, jigs, fixture, dies, crane			
5	Electricity			
	Total: of VII, 1 to 5			

17. Details of improvement in Energy saving/ Reduction of Pollution level or application of latest technology as certified by reputed institution and recognized by Government (In case of Modernization).....

17. After completing project first sale Invoice No. and Date.....

18. Invoice issued on date of commercial production No..... and Date. ....

19. Price list of plant and Machinery, Billing Invoice No. and Date of Receipt (Certify by CA) .....

20. If production on Generator:-

a. Capacity of Purchased Generator .....

b. Purchased Date (Attached Invoice) .....

## c. Log Book Detail (Attached photo copy)

Applicant Signature

Date of Application: -

Affidavit :- This is certify that the application in given information for Date of issue of Certificate for commercial production is best of my knowledge and belief. There is no ambiguity to provide a fact.

I will be informed and followed guide line to Director – Industries / General Manager, District Industries Centre in case of Industry is closed or transfer any other place Units shall obtain consent license approval/NOC/ / periodical renewal of consent license approval/NOC. From competent authority. It is the responsibility of the unit to obtain the above.

Application Signature

Name: -

Designation:-

Stamp Seal and Date:

Note: - I. Please attach self certified copies of relevant document as per above columns information

II. If anything missing out of information or document then application is considered to be incomplete

III. Incomplete application will not be considered (When complete information provided that date is the submission date of application)

IV. Notarized affidavit on stamp paper regarding truthfulness of Information by the applicant

**Annexure-V: - Format-2 (A) Certificate of Date of Commercial Production (New Unit)**

Government of Jharkhand Office of the Competent Authority

(UNDER.....)

A team of officers authorized vide order no. ----- Dated ----- of Director of Industries, Government of Jharkhand / Competent authority in reference to units application no. ...., dated..... Visited the factory M/s....., Village,..... Block,....., Dist..... On ----- and submitted report on.....

The team examined various records viz :-

1. Udyog Aadhar / IEM No..... dt. ....
2. Item produced: -.....
3. Land Details: Village-....., Block -....., District-....., Area..... acre.
4. TIN No. .... Dated ..... allotted by Commercial Taxes Deptt. .... Circle dated.....
5. Central Sales Tax Registration no. ...., dt. ....
6. Central Excise Registration certificate No.-..... dt.....
7. Certificate of Incorporation No. .... Dated ..... issued by Registrar of Companies.....
8. Factory license no. .... dated..... issued by Inspector of Factories....., Circle-.....
9. Sanction & enhancement of load from ..... to ..... load on..... to M/s..... Vide letter no. ...., dt..... of JSEB/ DVC/ JUSCO.
10. NOC from Jharkhand State Pollution Control Board, Ranchi memo No. ...., dt.....

If Tourism Unit

Construction Permit Registration No. .... Dt.....

Occupancy Certificate  
No..... Dt.....



Fire Safety Certificate No. ....Dt.....

Food Safety Certificate No.(If Applicable).....Dt.....

11. First consent to operate, issued by JSPCB vide memo no.....dt..... for the period from ..... to ....., against units application Memo No. .... dated ....., (1st consent of JSPCB will be applicable from the date of issue).

12. The following Term loan sanctioned as below:

Sl. No	Name of Bank / Financial Institution	Vide letter no,	Amount Sanctioned dated (Rs. Cr.)
1			
2			
3			
4			

13. Chartered Accountant certificate regarding investment in the plant.

Proposed Investment in project (Rs. In lakh)	Investment Made against (1) (Rs. in lakh)	Percentage of proposed investment (2/1)x100	Proposed Production Capacity (unit Details)	Achieved Capacity (unit Details)	Remarks
1	2	3	4	5	7

14. Copy of the project report, first sale invoice-cum-challan, RG-I, ER-I, statement of production, sale, and different taxes paid by the unit etc. and all other documents appeared relevant to establish above in formation.

15. Direct employment ..... and indirect employment about ..... have been reported to be generated.

16. It is a non-MOU unit or MOU unit.

17. Concurrence for drawing water was given by ....., Government of Jharkhand vide letter no.....dated.....(If mandatory or required)
18. Quantum of water requirement at proposed capacity :
  - (i) Daily
  - (ii) Annual
19. Units shall obtain consent license approval/NOC/ / periodical renewal of consent license approval/NOC. From competent authority. It is the responsibility of the unit to obtain the above. As per oath No. .... Dt. ....
20. Units shall comply with the provisions of consent laid down by Pollution Control Board. Units shall take measures for rain water harvesting and green practices
21. Units shall follow Jharkhand Rehabilitation and Re-settlement Policy
22. Units shall comply with the agreement/ compromise and other terms and conditions executed with land less or
23. Units shall give information to Director-Industries, MD of Industrial areas, GM-DICs in case of closure of unit. Unit needs the approval of competent authority to re-start the closed unit

On the basis of examination & verification of papers and inspection report submitted by the team, it is concluded that the unit's Date of Commercial Production for ..... is Dated..... under the provisions of ..... Policy

Approving Authority

Jharkhand, Ranchi

Memo./Ranchi, dated

Copy to: M/s.....for information.

**Format-2(B) Certificate of Date of Commercial Production for Diversification**

Government of Jharkhand

Office of the Competent Authority

(UNDER.....)

A team of officers authorized vide order no. .... dated ..... of Director of Industries, Government of Jharkhand/G.M., D.I.C./M.D., IADA in reference to units application no ..... dated ..... Visited the factory of M/s ..... on ..... and submitted report vide letter no .....

Dated .....

The team examined various records viz:-

- i. Udyog Aadhar /IEM No..... dated.....
- ii. Item produced:-.....& under diversification  
.....
- iii. Land Details: Village-.....and.....
- iv. TIN No. .... dated ..... allotted by Commercial Taxes Deptt. .... Circle, ..... dated..... and added new product on .. .
- v. Central Sales Tax Registration no. ....dt.....
- vi. Central Excise Registration certificate No. .... dt.....
- vii. Certificate of Incorporation No.....dated  
.....issued by Registrar of Companies, .....
- viii. Factory license no. .... dated ..... issued by Inspector of Factories ..... Circle , .....
- ix. Sanction & enhancement of load from ..... to ..... to  
M/s..... vide letter no..... date  
.....of JSEB/DVC/.....
- x. Consent to Establish (NOC) from Jharkhand State Pollution Control Board,  
Ranchi memo No. .... dt..... for diversification to manufacture  
.....
- xi. Firstconsenttooperateafterdiversification,issuedbyJSPCBvidememono.

..... dt. .... for the period from  
 .....to..... against units application no. . . . .dated . . . . . (First  
 consent to operate of JSPCB will be applicable from the date of issue).

If Tourism Unit

Construction Permit Registration No. ....Dt.....

Occupancy ..... Certificate

No.....Dt.....

Fire Safety Certificate No. ....Dt.....

Food Safety Certificate No.(If Applicable).....Dt.....

xii. The following Term loan has been sanctioned for diversification project:

Sl. No	Name of Bank / Financial Institution	Vide letter no, dated	Amount Sanctioned (Rs.lakh.)

xiii.(a) Starting date :-.....

(b) Completion Date :- .....

(c) Capital Investment before diversification :- Rs. .... Chartered  
 Accountant certificate regarding investment in the plant.

(A) Sl.	Particulars	Before Diversification	Under Diversification	After Diversification
1	2	3	4	5
i	Registration/License No. &			
ii	Date of Production			
iii	Item Produced			
iv	Production Capacity			
v	Employment			
vi	Electric Load			
vii	Capital Investment (Rs. In lakh)			
1	Land			
2	Building			
3	Plant & Machinery			
4	Tools/jigs/fixture/dies/cra			
5	Electrification			
	<b>Total 1 to 5</b>			

B)

Proposed Investment in diversification on project (Rs. In lakh)	Investment made in diversification against (1) (Rs. in lakh)	Percentage of proposed investment in diversification ion (2/1)X100	Proposed Production Capacity (Unit with details)	Achieved Capacity (Unit with details)	Remarks
1	2	3	4	5	
	It is . ... of original investm ent		.	.	.
			.	.	.
			.	.	.

(C) Statement of maximum turn over before diversification and turn over their after.

	Item be fore diversification		Item under diversification		Total	
Year	Production/sale		Production/sale		Production/sale	
	Qty(mt)	Value(rs.)	Qty(mt)	Value(rs.)	Qty(mt)	Value(rs.)
Period during which diversification done						
Period after completion of diversification						

- xiv. Copy of the project report, first sale invoice-cum-challan, RG-I, ER-I, statement of production, sale, and different taxes paid by the unit etc. and all other documents appeared relevant to establish above information.
- xv. Direct employment..... and indirect employment..... about ..... have been reported to be generated.
- xvi. It is an on-MOU unit/MSME/MOU Unit.
- xvii. The unit is drawing water from ..... The unit should follow instructions of Water Resources Department regarding drawal of water.

- xviii. Copy of the project report, first sale invoice-cum-challan, RG-I, ER-I, statement of production, sale, and different taxes paid by the unit etc. and all other documents appeared relevant to establish above information.
- xix. Direct employment and indirect employment about ..... have been reported to be generated.
- xx. It is an on-MOU unit/MSME/MOU Unit.
- xxi. The unit is drawing water from..... The unit should follow instructions of Water Resources Department regarding drawal of water.
- xxii. Quantum of water required at proposed capacity- (a) Daily : . . . . (b) Annual : . .
- xxiii. Units shall obtain consent license approval/NOC/ / periodical renewal of consent license approval/NOC. From competent authority. It is the responsibility of the unit to obtain the above. As per oath No. ....Dt.....
- xxiv. Units shall comply with the provisions of consent laid down by Pollution Control Board. Units shall take measures for rain water harvesting and green practices
- xxv. Units shall follow Jharkhand Rehabilitation and Re-settlement Policy
- xxvi. Units shall comply with the agreement/ compromise and other terms and conditions executed with land less or
- xxvii. Units shall give information to concern authority incase of closure of unit. Unit needs the approval of competent authority to re- start the closed unit

On the basis of examination & verification of papers and inspection report submitted by the team, it is concluded that the unit has invested minimum fixed capital investment limit under the policy and started production of .....as the additional item during diversification. Hence, it is concluded that the unit's Date of Commercial Production is ..... for the production of item .....under the provisions of diversification of .....policy

Approving Authority  
Jharkhand, Ranchi

**Format-2(C) Certificate of Date of Commercial Production (Expanded/Modernized Unit)**

Government of Jharkhand

Office of the Competent Authority

(Under .....)

A team of officers authorized vide order no. .... dated ..... of concern authority in reference to units application no.....dated.....visited the factory of M/s..... on..... and submitted report vide letter no. .... dated .....

**The team examined various records viz :-**

- i. Udyog Adhaar / IEM No.....dated.....
- ii. Item produced :-..... & under expansion/modernization.....
- iii. Land Details: Village-.....and.....
- iv. TIN No. .... dated ..... allotted by Commercial Taxes Deptt.....Circle,.....dated.....and added new product on ...
- v. Central Sales Tax Registration no. ....dt. ....
- vi. Central Excise Registration certificate No.-.....dt. ....
- vii. Certificate of Incorporation No. .... dated ..... issued by Registrar of Companies, .....
- viii. Factory license no. .... dated ..... issued by Inspector of Factories ....., Circle , .....
- ix. Sanction & enhancement of load from ..... to ..... to M/s .....vide letter no.....,dated..... of JSEB/DVC/.....
- x. Consent to Establish (NOC) from Jharkhand State Pollution Control Board, Ranchi memo No.....dt.....for expansion/modernization to manufacture .....First consent to operate, issued by JSPCB after expansion/modernization vide memo no. .... dt. .... for the period from .....to..... against units applications letter no.....dated.....(Ist consent of JSPCB will be applicable from the date of issue).

If Tourism Unit

Construction Permit Registration No. ....Dt.....

Occupancy

Certificate

No.....Dt.....

Fire Safety Certificate No. ....Dt.....

x. Food Safety Certificate No.(If  
Applicable).....Dt.....

xi. The following Term loan has been sanctioned for expansion/ modernization project:

Sl.No.	Name of Bank / Financial Institution	Vide letter no,dated	Amount Sanctioned (Rs.lakh.)

- xii. (a) Starting date of expansion/modernization:-.....  
 (b) Completion Date of expansion/ modernization :-.....  
 (c) Capital Investment before expansion/modernization:-Rs.....

Chartered Accountant certificate regarding investment in the plant.

(A)

Sl. No.	Particulars	Before expansion/ modernization	Under expansion/ modernization	After expansion/ modernization
1	2	3	4	5
i	Registration/License No. & Date			
ii	Date of Production			
iii	Item Produced			
iv	Production Capacity (Item wise)			
v	Employment			
vi	Electric Load			
vii	Capital Investment (Rs. in lakh)			
1	Land			
2	Building			
3	Plant & Machinery			
4	Tools/jigs/fixture/dies/c rane			
5	Electrification			
	Total 1 to 5			



(B)

Proposed Investment in expansion/modernization project (Rs. in lakh)	Investment made in expansion/modernization against (1) (Rs. in lakh)	Percentage of proposed investment in expansion/modernization (2/1) X100	Proposed Production Capacity in unit	Achieved Capacity Unit	Remarks
1	2	3	4	5	
	It is of original investment				

xiv. Copy of the project report, first sale invoice-cum-challan, RG-I, ER-I, statement of production, sale, and different taxes paid by the unit etc. and all other documents appeared relevant to establish above information.

xv. Direct employment ..... and indirect employment..... about ..... have been reported to be generated.

xvi. It is an on-MOU unit/MSME/MOU Unit.

xvii. The unit is drawing water from ..... The unit should follow instructions of Water Resources Department regarding withdrawal of water.

xviii. Quantum of water required at proposed capacity-(a)Daily.....(b)Annual...

xix. Units shall obtain consent license approval/NOC/ / periodical renewal of consent license approval/NOC. from competent authority. It is the responsibility of the unit to obtain the above. As per oath No. ....dt.....

xx. Units shall comply with the provisions of consent laid down by Pollution Control Board. Units shall take measures for rain water harvesting and green practices

xxi. Units shall follow Jharkhand Rehabilitation and Re-settlement Policy

xxii. Units shall comply with the agreement/ compromise and other terms and conditions executed with land less or

xxiii. Units shall give information to competent authority incase of closure of unit. Unit needs the approval of competent authority to re-start the closed unit

On the basis of examination & verification of papers and inspection report submitted by the team, the unit has invested more than .....as fixed capital investment,the minimum capital investment limit fixed for .....and there is more than 33% increase in the installed capacityHence, it is concluded that the unit has gone into commercial production on ..... for the production of item ..... Under the provisions of expansion of .....Policy

Competent Authority  
Jharkhand, Ranchi

**Form-2(D) Certificate of Date of Commercial Production (Modernized Unit)**

Government of Jharkhand

Office of the Competent Authority

(Under .....)

A team of officers authorized vide order no. .... dated ..... of concern authority in reference to units application no.....dated.....visited the factory of M/s..... on..... and submitted report vide letter no. .... dated .....

The team examined various records viz :-

i. Udyog Adhaar / IEM No.....dated.....

ii.Item produced :-..... & under expansion/modernization.....

iii.Land Details: Village-.....and.....

iv. TIN No. .... dated ..... allotted by Commercial Taxes Deptt.....Circle,.....dated.....and added new product on . . .

v. Central Sales Tax Registration no. ....dt. ....

vi. Central Excise Registration certificate No.-.....dt. ....

vii. Certificate of Incorporation No. .... dated ..... issued by Registrar of Companies, .....

viii. Factory license no. .... dated ..... issued by Inspector of Factories ....., Circle , .....

ix. Sanction & enhancement of load from ..... to ..... to M/s

..... vide letter no....., dated ..... of JSEB/DVC/.....

xiii. Consent to Establish (NOC) from Jharkhand State Pollution Control Board, Ranchi memo No.....dt.....for expansion/modernization to manufacture .....First consent to operate, issued by JSPCB after expansion/modernization vide memo no. .... dt. .... for the period from .....to..... against units applications letter no.....dated.....(Ist consent of JSPCB will be applicable from the date of issue).

xiv. If Tourism Unit

xv. Construction	Permit	Registration	No.
.....	Dt.....		

xvi. Occupancy Certificate No.....Dt.....

xvii. Fire	Safety	Certificate	No.
.....	Dt.....		

xviii. Food	Safety	Certificate	No.(If
Applicable).....	Dt.....		

xix. The following Term loan has been sanctioned for expansion/ modernization project:

Sl.No.	Name of Bank / Financial Institution	Vide letter no, dated	Amount Sanctioned (Rs.lakh.)

- xx. (a) Starting date of modernization:-.....  
 (d) Completion Date of modernization :-.....  
 (e) Capital Investment before modernization:-Rs.....

Chartered Accountant certificate regarding investment in the plant.

(A)

Sl. No.	Particulars	Before modernization	Under modernization	After modernization
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
i	Registration/License No. & Date			
ii	Date of Production			
iii	Item Produced			
iv	Production Capacity (Item wise)			
v	Employment			
vi	Electric Load			
vii	<b>Capital Investment (Rs. in lakh)</b>			
<b>1</b>	Land			
<b>2</b>	Building			
<b>3</b>	Plant & Machinery			
<b>4</b>	Tools/jigs/fixture/dies/crane			
<b>5</b>	Electrification			
	<b>Total 1 to 5</b>			

(B)

Proposed Investment in modernization project (Rs. in lakh)	Investment made in modernization against (1) (Rs. in lakh)	Percentage of proposed investment in modernization (2/1) X100	Proposed Production Capacity in unit	Achieved Capacity Unit	Remarks
1	2	3	4	5	
	It is of original investment				

- xxiv. Copy of the project report, first sale invoice-cum-challan, RG-I, ER-I, statement of production, sale, and different taxes paid by the unit etc. and all other documents appeared relevant to establish above information.
- xxv. Direct employment ..... and indirect employment..... about ..... have been reported to be generated.
- xxvi. It is an on-MOU unit/MSME/MOU Unit.
- xxvii. The unit is drawing water from ..... The unit should follow instructions of Water Resources Department regarding withdrawal of water.
- xxviii. Quantum of water required at proposed capacity-(a)Daily.....(b)Annual...
- xxix. Units shall obtain consent license approval/NOC/ / periodical renewal of consent license approval/NOC. from competent authority. It is the responsibility of the unit to obtain the above. As per oath No. ....dt.....
- xxx. Units shall comply with the provisions of consent laid down by Pollution Control Board. Units shall take measures for rain water harvesting and green practices
- xxxi. Units shall follow Jharkhand Rehabilitation and Re-settlement Policy
- xxxii. Units shall comply with the agreement/ compromise and other terms and conditions executed with land less or
- xxxiii. Units shall give information to competent authority incase of closure of unit. Unit needs the approval of competent authority to re-start the closed unit

On the basis of examination & verification of papers and inspection report submitted by the team, the unit has invested more than .....as fixed capital investment,the minimum capital investment limit fixed for .....and there is more than 20% increase in the installed capacity and there is an improvement / reduction of 30 % in energy saving / pollution level or application of latest technology certified by reputed institution and recognized by Government Hence, it is concluded that the unit has gone into commercial production on ..... for the production of item ..... Under the provisions of modernization of .....Policy

Competent Authority  
Jharkhand, Ranchi

